

F.C. REED MIDDLE SCHOOL

THE MISSION OF RMS IS TO HELP ALL STUDENTS ACQUIRE THE SOCIAL, EMOTIONAL, AND ACADEMIC SKILLS THAT ARE NEEDED TO EXCEL IN HIGH SCHOOL AND REACH THEIR FULLEST POTENTIAL.



10254 California Road, Bridgman MI 49106
Phone: 269-465-5410, Fax: 269-466-0393

Dear Students,

Welcome to the 2026–2027 school year at F.C. Reed Middle School! We are excited to welcome you to another year of learning, growth, and opportunity at RMS. Middle school is an important time in your life, and this year will provide many chances to strengthen your academic skills, build meaningful friendships, discover new interests, and grow as a leader within our school community.

At RMS, we are committed to creating a safe, supportive, and engaging learning environment where all students are encouraged to grow academically, socially, and emotionally. Our staff works hard each day to help students feel connected, challenged, and supported while preparing them for success in high school and beyond. Throughout the school year, students and staff will continue to focus on the core values of Respect, Responsibility, Honesty, and Safety. These expectations guide how we treat one another, approach learning, and contribute positively to our school community.

This handbook is designed to help students and families understand the expectations, procedures, and opportunities that shape the middle school experience at RMS. We encourage you to use it as a resource throughout the school year as you work to grow academically, socially, and personally. The teachers, support staff, and administrators at F.C. Reed Middle School is committed to helping every student succeed, and we look forward to partnering with our students and families to make the 2026–2027 school year a positive and successful experience for all.

Your partners in education,

John Truesdell, RMS Principal

BRIDGMAN PUBLIC SCHOOLS VISION STATEMENT:

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

BRIDGMAN PUBLIC SCHOOLS MISSION STATEMENT:

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

F.C. REED MIDDLE SCHOOL MISSION STATEMENT:

“F.C. Reed Middle School will help ALL students acquire the social, emotional, and academic skills that are needed to excel in high school and reach their fullest potential.”

F.C. REED MIDDLE SCHOOL

STUDENT INFORMATION ACCESS

RMS Student Handbook



RMS Code of Conduct



RMS Athlete Code of Conduct



Copies of the RMS Student Handbook, RMS Code of Conduct, and RMS Athlete Code of Conduct can be accessed by scanning the above QR codes at any time. Paper copies of all three documents can be picked up in the RMS Office by students and/or parents/guardians during scheduled instructional days throughout the 2026 - 2027 school year.

BUILDING AND DISTRICT MISSION STATEMENTS

What does the RMS mission statement mean?

The RMS mission statement commits the school community to work toward four goals:

1. RMS will create a school climate and culture that is accepting and nurturing for all students. The environment will emphasize and celebrate each child's unique abilities and talents. RMS faculty will value students who learn differently.
2. Students will demonstrate increased independence and responsibility. RMS will value students who actively advocate for their needs and make quality decisions on a daily basis. Staff members will promote these behaviors and offer positive feedback to students that attempt to become more independent, responsible, and display effective interpersonal relationships.
3. The RMS school community will encourage students to seek extended learning opportunities and become contributing members of the Bee community. RMS will value students who embrace civic responsibility, democratic ideals, and community service during the academic year.
4. RMS faculty will promote and foster increased self-esteem, general knowledge and skills, pride in thinking, a hard work ethic, and creativity.

How will the teachers and staff at RMS help me?

The RMS faculty and staff are a group of talented professional educators dedicated to our school and the community. The Bridgman Board of Education believes in a culture of learning and respect.

A school is more than classrooms, teachers, students, books, and technology. Schools create environments that can either encourage or discourage learning. A positive culture of learning and respect is defined by the cooperative, collaborative, collegial atmosphere shared by students, teachers, administrators, staff, parents/guardians, and community. A culture of learning and respect promotes engaged inquiry, reflection, and the thoughtful investigation of ideas and practices.

A "culture of learning and respect" is defined by the following traits:

- Celebrates positive learning experiences and accomplishments
- Emphasizes positive student learning and intellectual challenge
- Commits to inquiry by all in the classroom and the school
- Nurtures staff and student learning
- Responds favorably to student-initiated interests and questions
- Actively incorporates the consideration of new ideas and knowledge
- Actively encourages challenges to existing knowledge and authority
- Promotes continuous learning and continuous improvement
- Adjusts curriculum and teaching to student ability and interest

- Emphasizes student learning, not just requirements
- Encourages and supports positive contributions by any and all, large or small
- Avoids criticism and negativity
- Recognizes the integrity and uniqueness of each and all

F.C. REED MIDDLE SCHOOL DRESS CODE

Does RMS have a dress code?

Yes, it does! Students are expected to wear school appropriate clothing. If in the opinion of the RMS Principal (or designee), a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others; they may be removed from the educational setting. Parents/Guardians will then be contacted by the RMS office to help assist the concern. Please review the specific guidelines included in the RMS Dress Code.

RMS Dress Code:

1. Safe, appropriate footwear is required at all times. Students may not wear slippers to school.
2. Shorts and skirts may not be disruptive to the educational environment. Shorts and skirts must cover underwear and similar undergarments at all times, including when students are sitting and standing. Shorts and skirts must completely cover a student's buttocks and private areas at all times.
3. Students should be clean, maintain good hygiene, and be well groomed. Dirty clothing, body odor, and offensive perfumes can cause disruptions in the classroom, as students may be unable to concentrate.
4. Hats, visors, bandanas, hoods, costume wigs, and sunglasses are not to be worn in the building.
5. Legging may not be disruptive to the educational environment. Leggings are not permitted to be transparent or translucent. Leggings may not have holes that expose a student's buttocks, private areas, underwear, or similar undergarments.
6. Unacceptable attire for school includes:
 - a. Clothing advertising or promoting alcohol and/or tobacco, racism, disrespect of authority, violence, inappropriate language, or sexually suggestive content.
 - b. Cleavage revealing clothing, bare shoulder or strapless shirts, tank tops, shirts with sleeves cut off at the shoulders, spaghetti strap tops, bare midriffs, clothing that reveals bra straps or underwear, and open mesh shirts.
 - c. Pajamas, onesies, and house slippers.
 - d. Costumes or costume related accessories.
 - e. Clothing and accessories that are sharp, spiked, or determined unsafe for the school setting.
7. Unless given specific permission by a teacher, students' coats, jackets, and bags are to be placed in their personal lockers upon arrival to school and may not be worn or taken into classrooms.
8. Apparel, jewelry, accessories, or grooming instruments, which by virtue of color, arrangement, trademark, insignia, logo, symbol, slogan or other attributes denote membership in gangs which advocate drug use, violence, disruptive or criminal behavior are strictly prohibited.

9. The RMS Principal reserves the right to implement a temporary winter dress code at the middle school to ensure that RMS students are dressed in a manner that keeps them warm and safe.

How should I dress for school at RMS?

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much?
2. Does my clothing advertise something that is prohibited to minors and/or adults?
3. Are there obscene, profane, drug-related, gang-related, violence-related, or inflammatory messages on my clothing?
4. Am I dressed appropriately for the weather?
5. Do I feel comfortable with my appearance?
6. Does any accessory attached to my clothing or worn as jewelry violate any part of the RMS Dress Code?

First hour teachers will monitor adherence to the RMS Dress Code and notify students when they are in violation of the RMS Dress Code.

Students who are representing F.C. Reed Middle School at an official function or public event may be required to follow specific dress requirements, including the expectations outlined in the RMS Dress Code. Usually, this applies to athletic teams, cheerleaders, bands, and other student groups.

What happens if I have a problem with the dress code at school?

The RMS Principal (or designee) will make the final decision, however all RMS staff members have the authority to send students to the office for dress code violations. When a violation occurs, usually students are asked to change into more appropriate clothing and return to class. Occasionally, parents/guardians are called to help resolve the problem.

EMERGENCY CLOSINGS AND DELAYS

How are parents/guardians and students notified of school closings or delays?

School officials will announce school closings and two hour delays by 6:30 a.m. We will use the instant alert system to notify parents/guardians, so it is important that we have your current phone number. Please notify the office immediately when your address, telephone number, email address, or emergency contact information changes.

Closings and delays will also be announced on the radio and TV:

Mid-West Family Broadcasting Stations: WSJM-FM 94.9, WSJM-AM 1400, WIRX-FM 107, Y-COUNTRY 97.5, The Coast 98.3, and COSY-FM 103.7

Television Stations: WSBT 22, FOX 28, and WNDU 16

In the event of a two hour delay, school will begin promptly at 10:00 a.m. On these occasions, the building will be open at 9:45 a.m. and no breakfast will be served.

CLASSWORK AND HOMEWORK POLICY

Do teachers assign homework at RMS?

Yes, classwork and homework may be required in classes. Homework is designed to be an extension of the learning that occurs in the classrooms. If there are any questions about homework, individual teachers may be contacted by phone, email, or through the Canvas learning management system.

What do you consider homework?

Homework is an out-of-class task that is assigned to a student as an extension of classroom work.

Why do teachers assign homework?

Homework is designed to achieve or promote one or more of the following objectives:

1. Homework is an opportunity to practice a skill or concept introduced in the classroom.
2. Homework is an opportunity to practice a skill or concept differently than the technique used in the classroom.
3. Homework is designed to extend and reinforce classroom learning, encourage personal responsibility and self-direction in learning.
4. Homework helps students develop good study habits, learn how to organize and budget time, and encourages communication between home and school.

How much time should I spend on homework?

RMS suggests that 5th, 6th, 7th, and 8th grade students should set aside time each night to work on homework and/or independent reading.

What should I do if my parents/guardians think I am spending too much time on homework?

If students are spending an excessive amount of time on homework, please proactively contact the teacher about upcoming deadlines. If students are feeling frustrated by the amount of work that they have at night, please have a parent/guardian draw a line under the last problem completed, sign and date the paper, and email the teacher to notify them of the issue before the assignment's due date.

What can my parents/guardians do to help me at home?

Parents/guardians help most by providing a quiet place to study away from outside distractions. Setting aside a time for homework on a daily basis helps everyone develop good study habits. Parents/guardians need to make sure that homework is complete even if students are involved in extracurricular functions.

What is the "bottom line" with school homework?

The “bottom line” is that teachers and parents/guardians want the same thing for our students. We want RMS students to learn to work hard, be responsible, and earn an excellent education. Soon, RMS students will be competing with students from all over the globe for educational opportunities and jobs. They must understand the need and the value of a “World Class” education. Getting into the habit of studying regularly will give our students a better chance to achieve their personal best in school. As adults, we must insist that students form good study habits that will serve them well in school and in their future adult lives.

How do I make a request for makeup work?

Makeup work is the responsibility of the student. A student is expected to ask her/his teachers for the work missed during an absence. For quick and efficient service, we will follow these guidelines:

- Assignments, projects, and/or assessments that were assigned or scheduled before a student's absence will be due/taken on the original scheduled due date. Teachers have the right to grant a student an extension when they deem appropriate.
- For work that is assigned during a student's excused absence, the student will have up to two additional days (for each excused absence that occurs) to make up any missed work upon their return to school.
- An “extended absence” is defined as a student absence of two or more days that is excused by the RMS office. Upon return to school, students will be granted a maximum extension of one week to complete all missing assignments that occurred during the extended absence.
- Students who miss school due to a family vacation will be provided makeup work upon their return to RMS. Teachers will not be expected to supply students with upcoming assignments for absences related to family vacations during scheduled instructional days.
- During the school week, please allow for up to 24 hours for your makeup work request to be fulfilled by the RMS staff.

TEMPORARY REMOTE LEARNING ACCESS POLICY

Students that are quarantined by the health department may gain access to live remote learning opportunities (ex: Zoom lessons) after the student is absent for more than three (3) consecutive days. The RMS Principal may also approve access to synchronous learning support under special circumstances related to a documented medical diagnosis, medical procedure, or mental health crisis. Live remote learning access will not be granted to student absences that are related to personal vacations during scheduled instructional days.

MIDDLE SCHOOL RETENTION

Can I be retained in middle school?

Yes, it is possible.

Why are students asked to repeat a grade at F.C. Reed Middle School?

The decision to retain a student rests with the RMS Principal. The job of the middle school is to successfully prepare students socially, emotionally, and academically for high school. Students may be retained when they are not making sufficient progress towards high school readiness. The RMS Principal will consult with parents/guardians, teachers, the school counselor, and administrators when making decisions regarding retention. However, the final decision is reserved for the RMS Principal.

What are some reasons why a student may not make adequate progress towards high school readiness?

If a student is injured or ill and she/he has to miss school for an extended length of time, sometimes it is better to repeat a grade, rather than having the pressure to “catch up” during the next academic year. Occasionally, a student will benefit from additional time to develop and mature. If a student doesn’t apply themselves, they may not be able to demonstrate high school readiness.

What are the high school readiness standards?

High school readiness is demonstrated by a combination of student accomplishments:

1. Receive passing grades (A, B, C, D) in Math, English/Language Arts, Social Studies, and Science.
2. Have a special education IEP that recommends a high school program and guarantees academic support in high school.

What are the potential consequences for failing to meet high school readiness standards by eighth grade?

If an eighth grade RMS student fails to meet the criteria for high school readiness, as outlined in the RMS Code of Conduct, the student may become eligible for retainment. Additionally, students who fail to meet high school readiness standards may be prohibited from participating in the 8th Grade Honors Night program at the end of the school year.

STUDENT AND SUPPORT SERVICES

Who will RMS teachers work with to support middle school learners?

BRESA staff members and district personnel may periodically visit F.C. Reed Middle School to observe students and consult with teachers for the purposes of improving teaching practice or designing academic and behavioral interventions for students. This may include contact with the RMS school counselor and BPS social worker.

ATTENDANCE AND TARDINESS

Why are attendance and timeliness important at RMS?

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

What should I do if I'm going to be late or absent?

F.C. Reed Middle School requires that the RMS office (269-465-5410) be notified in advance of absences by the student's parent or guardian. The reason for the absence, tardiness, or early dismissal will be given in the note or telephone conversation. If an absence or tardy is caused because of a doctor, dentist, counseling, or court appointment, a note from the appropriate facility is needed to excuse the absence/tardy.

When a student arrives after 8:00 a.m., parents/guardians may be requested to accompany the child into the school office for sign-in or parents/guardians may be contacted. When a student leaves F.C. Reed Middle School during the middle of the instructional day, a parent/guardian is required to enter the building and sign the student out of school in the RMS office.

What is the definition of being "tardy" at RMS?

Students are required to be in class on time. "Tardiness" is defined as not being physically in the appropriate classroom and prepared to learn when class is scheduled to begin. A student who is tardy by more than 10 minutes will receive an unexcused absence. Please review the RMS Code of Conduct for consequences related to tardiness and unexcused absences.

What are the consequences for not regularly attending school or being on time to class?

Truancy, excessive absence, or tardiness will result in a progressive discipline program targeted toward alleviation of attendance problems. The RMS Principal has the responsibility to contact local law enforcement or the Berrien County Truancy Officer if parents/guardians fail to ensure regular attendance at school.

Am I allowed to attend extracurricular activities if I am absent or suspended from school?

Students who are absent from school or suspended during the day of an extracurricular activity may not attend or participate in that activity without approval from the RMS Principal.

HOME/SCHOOL COMMUNICATION

How are my parents/guardians notified of RMS activities and my school progress?

F.C. Reed Middle School will communicate with students' homes in many ways. Forms of regular communication include:

1. The RMS Weekly Bulletin, which is a weekly electronic newsletter that is distributed to parents/guardians from the RMS Principal.
2. Electronic report cards, which are available to parents/guardians following each academic quarter.
3. PowerSchool, which is available for parents/guardians to check students' grades, check attendance, and set up notifications.
4. Canvas, which is available for parents/guardians to check students' assignments, calendars, and course resources.
5. Conferences, which are held in the fall. Parents/guardians or teachers may also schedule conferences, when necessary.
6. Email, telephone calls, and voicemail. All RMS staff members check their email and telephones daily during the school week.
7. The website for F.C. Reed Middle School, which can be found on the Bridgman District website: www.bridgmanschools.com.
8. Mass emails, which are sent out by teachers in order to remind parents/guardians and students about important assignments, tests, or class learning activities.
9. The instant alert system, which will be used to notify parents/guardians of important information such as school closings, meetings, conferences, and emergencies.
10. The Bridgman Buzz, which is a quarterly newsletter that is available online at www.bridgmanschools.com.

How can my parents/guardians contact RMS?

F.C. Reed Middle School recommends that parents/guardians use the following methods to contact the middle school:

1. Use PowerSchool to monitor students' Product and Process grades.
2. Call the RMS office (269-465-5410) or the RMS School Counselor (269-466-0238).
3. Send emails to teachers stating your concern and request a reply.
4. Leave a message for a teacher with the RMS office by calling 269-465-5410.
5. Attend school functions and activities.
6. Schedule conferences with specific teachers.

CELL PHONES, WATER BOTTLES, AND DAILY PLANNERS

Can I use my cell phone or personal wireless communications device (WCD) during school hours?

No.

F.C. Reed Middle School recognizes the importance of communication with parents/guardians. Accordingly, students have access to a phone in the RMS office which can be used to communicate with parents/guardians throughout the instructional day. Parents/guardians may also contact the RMS office to communicate messages to their student(s). The RMS personal cell phone and personal electronics policy is consistent for all grade levels (grades 5 – 8) at F.C. Reed Middle School.

Before school all students are expected to keep their cell phones stored and personal WCDs turned off in their backpacks and may not use cell phones or non-school issued personal electronic devices in the morning prior to classes. All students will be expected to store cell phones and non-school issued personal electronic devices in their lockers during the remainder of the instructional day (turned off). Cell phones and personal electronics will not be permitted in the RMS cafeteria or on the RMS playground. Students may not possess or use their phone during instructional time in the classroom setting. The use and possession of headphones in the classroom will be permitted at the teacher's discretion. All students may possess and use their cell phone or non-school issued personal electronic device after school only. Special exceptions to this policy may be approved by the building principal for documented, medically necessary devices.

How can parents/guardians communicate with their student during the school day if their student doesn't have access to their cell phone?

If parents/guardians need to contact students during the instructional time of day, please call the RMS office at 269-465-5410. The secretary will get the message to your child without interrupting class instruction. If students need to contact parents/guardians for any reason during the instructional time of day, they can come to the RMS office or use the phone in the teacher's room at the teacher's discretion.

Am I allowed to bring in outside drinks to F.C. Reed Middle School?

Outside soda, coffee, sports drinks, tea, and other non-water beverages will not be permitted in classrooms or hallways during the instructional day. Students may bring a transparent water bottle to school and utilize the bottle filling stations throughout the building to carry and consume water throughout the school day. Outside beverages, non-transparent containers, and unlabeled, suspicious liquids may be confiscated by the RMS Principal or their designee.

REMAINING AFTER SCHOOL

Can I just "hang out" at RMS after dismissal?

No. Students may not be in the building or on the RMS playground after dismissal unless they are in a supervised club meeting, sports practice/competition, Visual and Performing Arts (VPA) practice, School Counseling event, or are participating in another extracurricular activity with a teacher, club advisor, or coach present. The RMS Principal expects all students to be out of the building by 3:15 pm.

RMS STUDENT EXPECTATIONS

It is expected that F.C. Reed Middle School students will display good conduct and appropriate behavior. The behavior matrix shown below outlines the expectations for daily behavior that will be modeled and taught at the beginning of the school year and re-taught throughout each school year.

	<i>Bee Respectful</i>	<i>Bee Responsible</i>	<i>Bee Safe</i>
All School Settings	• Respect school property • Respect personal space and belongings • Listen to adults' instructions the first time • Dress appropriately • Refrain from gossip and spreading rumors • Show respect to guests • Use a conventional voice and use appropriate language	• Stop & think • Be there, be ready • Help others • Leave electronic devices in locker and turned off during class • Return items to the Media Center by due dates	• Only staff members should open exterior doors • Keep hands and feet to self • Walk while on school grounds • Use technology appropriately
Halls	• Pass politely and with proper manners/behavior	• Have a hall pass • Keep the school clean • Promptly move with a purpose to your destination	• Stay to the right when walking • Keep an aisle open
Cafeteria	• Treat all adults serving food, running the cash registers, and supervising the lunchroom with full cooperation and respect • Line up at the end of the lunch line and do not push or shove other students • Stay in line • Maintain appropriate table manners • Clean up lunchroom mess	• Clean up after yourself • Wait your turn • Know your lunch account number • Have lunch payment ready • Pay for what you take, do NOT steal • Buy what you touch • Keep food and drink in the cafeteria • Deposit garbage in the appropriate receptacle	• Keep food on the table • Do not throw food • Stay seated until permission is given to get up • Exit safely

Bus	• Respect the bus property • Respect your peers and the bus driver • Follow all the driver's instructions	• Be on time to bus stop and bus line • Find seat quickly and remain seated on the bus • Exit at your assigned bus stop	• Keep aisles clear • Keep hands and feet to self • Honor personal space and belongings • Stay seated until the bus comes to a stop • Keep all food, gum, and candy in your backpack
Bathrooms	• Respect other people's privacy • Do not possess or use cell phones or take pictures	• Put garbage in the appropriate receptacle • Be prompt and return to class	• Wash hands with soap and water • Keep water in the sink • No horseplay

CLASSROOM MANAGEMENT AND OFFICE REFERRALS

Bridgman students and teachers have the right to learn and teach in a safe, orderly, and enjoyable classroom environment. To maintain an optimal learning/teaching environment, all parties will be expected to fulfill their responsibilities and meet standards for conduct.

What are students' responsibilities?

1. Understand the expectations of the school, family, and community regarding behavior at F.C. Reed Middle School.
2. Learn to apply honesty, active listening, positive conversation, and achievement of personal best in all school activities.

What are teachers' responsibilities?

1. F.C. Reed Middle School teachers will prepare appropriate lessons that further their students' mastery of the stated curriculum of the State of Michigan and Bridgman Public Schools.
2. Establish and maintain classroom rules and procedures that align with the RMS Code of Conduct and teach students to use respectful, responsible, and safe behaviors that lead to success in middle school, high school, college, the military, the workplace, family life, or any other civil endeavor.
3. Correct and/or reteach positive behavior to students who are misbehaving.
4. Inform parents/guardians of students' unsafe, disrespectful, or irresponsible behavior. Log discipline using the student behavior report form.
5. Refer students who commit gross infractions or chronically violate school or classroom rules to the RMS Principal.
6. Participate in professional meetings regarding student behavior.

7. Assist with the implementation of student behavior plans.
8. Supervise non-instructional areas by interacting with students in positive ways.
9. Whenever possible, supervise the hallways during all passing times.
10. Manage classrooms to maximize usable instructional time and model appropriate school attitudes and behaviors.

What are parents/guardians' responsibilities?

1. Provide a home environment that emphasizes the importance of behaving in a respectful, responsible, honest, and safe manner.
2. Support the school's efforts to teach its students to be successful in the classroom.

What are the RMS Principal's responsibilities?

1. Maintain a safe, orderly, and productive learning environment.
2. Support the efforts of teachers and parents/guardians to teach students behaviors and habits that will lead to future success.
3. Implement discipline procedures in an equitable manner. Consequences may include a Silent Supervised Lunch (SSL), In School Suspension (ISS), or Out of School Suspension (OSS). Restorative practices may also be used to address harms that are created by student misbehavior.

What are the classroom rules?

RMS teachers' classroom rules may differ slightly, but they will be similar to the following set of school rules:

1. Be prepared to do your personal best with the opening assignment when class is scheduled to begin.
2. Each student is required to have:
 - a. Pen or pencil
 - b. Notebook paper
 - c. Textbook
 - d. Notebook or journal
 - e. Homework
 - f. Planner
 - g. Chromebook (fully charged)
 - h. Earbuds
3. Education research states that five behaviors boost student's abilities to pay attention. These behaviors are referred to as SLANT: 1) sit up straight, 2) lean forward, 3) ask and answer questions, 4) nod your head, and 5) track the speaker.
4. Keep hands, feet, and verbal put-downs to yourself at all times. Respect and protect others and their property.

5. Cooperate with the teacher's instructions immediately, the first time they are given.

What happens if I don't follow the classroom/school rules?

Problems at school will be addressed with the school's mission and vision statements in mind. All parties have their rights, roles, and responsibilities. Remember, our primary purpose at RMS is not to assign negative consequences, but to provide positive support for consistently good behavior. Realistically, however, there will be consequences for bad behavior choices. Each situation will be assessed individually, investigated, and the RMS Code of Conduct will be implemented fairly. The RMS Code of Conduct outlines potential disciplinary consequences and is included in students' planner. A copy of the document is also posted on the RMS webpage.

F.C. REED MIDDLE SCHOOL GRADING SCALE

How are grades calculated at F.C. Reed Middle School?

GRADE	CUTOFF
A+	99.5 % or Above
A	92.5 %
A-	89.5 %
B+	86.5 %
B	82.5 %
B-	79.5 %
C+	76.5 %
C	72.5 %
C-	69.5 %
D+	66.5 %
D	62.5 %
D-	59.5 %
F	Less Than 59.5%
I = INCOMPLETE	
N = NO MARK	
NC = NO CREDIT	
CR = CREDIT	

RMS CODE OF CONDUCT

INTRODUCTION:

F.C. Reed Middle School expects all students to be responsible, respectful, honest, and safe in order to foster a productive learning environment. While the RMS Code of Conduct strives to illustrate appropriate learner behavior and prescribe equitable consequences, the language in this document is not intended to be all-encompassing. Further, this Code of Conduct does not explicitly create a contract between Bridgman Public Schools and students and/or parents/guardians. School officials reserve the right to review and revise the Code of Conduct at any time throughout the course of a school year to facilitate quality educational programming and ensure the wellbeing of students and/or staff. Disciplinary consequences may be enforced if students fail to meet the standards for behavior that are established and outlined in the RMS Student Handbook and the RMS Code of Conduct. The RMS Principal is responsible for interpreting the Code of Conduct and retains the right to deviate from a prescribed consequence at any time when warranted. If a disciplinary situation arises that is not specifically addressed in the Code of Conduct, the Board of Education designates the RMS Principal to make all final disciplinary determinations based on staff discretion, applicable board policies, and state/federal statutes or regulations. Assigned consequences may be more or less severe than outlined in some instances due to the specific details related to an infraction (ex: age, disciplinary history, whether the student has a disability, seriousness of the violation or behavior, whether the violation or behavior threatened the safety of another student or staff member, whether restorative practices will be used to address the behavior, or whether a lesser intervention would properly address the violation or behavior).

ATTENDANCE & ABSENCES

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

ABSENCE POLICY:

Absences from School: It is important for healthy students to attend all scheduled days of school to support their academic progress and overall success at F.C. Reed Middle School. Timely communication helps the school ensure student safety and maintain accurate attendance records. In the event a student is unable to attend classes, the student's parents/guardians must call the RMS office to report that their child will be absent. Families must report absences to the RMS office between 7:00 AM - 3:30 PM on the day the student is absent. If a parent or guardian does not notify the office on the day of the absence, the absence will be recorded as unexcused. Emails to teachers regarding attendance are appreciated but do not satisfy the requirement of the absence policy.

TARDINESS ABSENCE POLICY:

Tardiness to School: Students are expected to arrive at school on time and be ready to learn in the proper classroom by the scheduled start of first period. Tardy students must report to the office to receive a pass to class. Tardiness needs to be excused by a parent/guardian call or note within one (1) school day of the tardy. There is a limit of five (5) excused tardies per semester. Additional

“excused” tardies in the same semester will be treated as unexcused tardies. Unexcused tardiness to school may result in the following consequences per semester:

- First Offense - Warning
- Second Offense - One (1) SSL
- Third Offense - Three (3) Two (2) SSL
- Fourth Offense - One (1) day ISS

Continued tardiness may result in a parent/guardian conference, a referral to the Berrien County Truancy Officer, and more severe disciplinary consequences.

Tardiness to a Specific Class: Students who are not present in the classroom and prepared for learning by the beginning of a class period may be considered tardy unless they have a signed pass from a staff member. Teachers will monitor students’ attendance and may refer attendance or tardiness concerns to the RMS Principal for review. Students who are tardy to class may be given a consequence according to the individual teacher’s course syllabus and/or classroom rules. A student who is tardy for more than 10 minutes from the start of a class period will be recorded as absent (unexcused) and may be referred to the RMS Principal for disciplinary consequences for truancy.

TRUANCY POLICY:

Truancy: Maintaining consistent attendance is a shared responsibility between students, families, and the school. Regular school attendance is essential for student learning, success, and personal growth. Truancy is defined as being absent from school without a valid excuse, skipping individual classes, leaving school without permission, or repeatedly arriving late. These actions disrupt learning and violate state attendance laws. Skipping school, skipping individual classes, or leaving school grounds without permission may result in the following consequences:

- First Offense – Three (3) SSL and parent/guardian notification
- Second Offense – Five (5) SSL and parent/guardian communication
- Third Offense – One (1) day ISS and parent/guardian conference

Students that demonstrate patterns of truancy or experience extended, unexcused absences from F.C. Reed Middle School may be referred to the Berrien County Truancy Officer for further intervention.

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

- First Offense – Three (3) SSL and parent/guardian notification
- Second Offense – Five (5) SSL and parent/guardian communication
- Third Offense – One (1) day ISS and parent/guardian conference

SCHOOL BUS RULES 2026 - 2026

Riding a school bus provides students and parents with the privilege and convenience of transportation. With this privilege comes a shared responsibility to ensure the safety of all students utilizing this service. It is important for students and parents to understand that the Bridgman Public

School's student code of conduct applies to bus rides, and the building principal will enforce it accordingly.

1. Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
2. Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
3. If crossing the street to board the bus, students MUST look both left and right for cars, make sure the RED lights are flashing and wait for the driver's signal to cross. Always cross the street in FRONT of the bus.
4. Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 FEET away from the bus.
5. Students are to enter the bus promptly, immediately take their seats and remain in their assigned seat whenever the bus is moving.
6. Students must remain properly seated at all times. (Back to Back; Bottom to Bottom; Book bag on the lap)
7. Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus. The driver has authority to prohibit any conversation.
8. Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2-way radios, etc.) except as directed by the driver or during an actual emergency.
9. The bus windows should not be opened without permission from the driver.
10. Students are to keep all body parts inside the bus. (Hands, arms, head, hair, etc.)
11. Students are to keep their hands and feet to themselves. (No fighting, horseplay, poking or pinching)
12. Students are not to eat or drink while on the bus.
13. Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
14. Students should keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats and equipment.
15. Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
16. Students may not bring large musical instruments, any animals, balloons, glass containers or objects, or large school projects onto the bus unless this has been prearranged with the driver.
17. Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at their assigned school.
18. It is unlawful, in the State of Michigan, for any unauthorized person, including parents, grandparents, and guardians, to board a school bus, without permission or approval received by Bridgman Public Schools.
19. Students are prohibited from capturing, recording or transmitting the words (i.e. audio) and or images (i.e. picture/video) of any student, staff member, or bus driver.
20. Students shall not use electronic devices such as cellular phones, tablets, laptop computers, or video games on the bus without the Bus Driver's permission. Headphones or earbuds must be used provided the user is listening through personal headphones and the volume is low enough that others cannot hear the music. Students are prohibited from viewing and/or showing inappropriate content (pornography, weapons, etc.) at all times.
21. 21. The use or possession of illegal substances such as alcohol, "e-cigarettes", drugs and tobacco or other like products are strictly forbidden.
22. By riding the bus, it is implied that all students and parents understand these rules and will abide by them. Stating that they did not know the rules does not excuse a student from misbehavior or infractions of the rules.

23. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school administration.
24. No student shall be permitted to enter or exit the bus except at his/her regular stop, unless permission has been granted by school administration.

Consequences for Violations of Bus Behavior Rules

Incident 1: Verbal Warning: The school principal will discuss the report with the student and inform the student that the next incident will result in a written warning. A copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student's discipline folder.

Incident 2: Written Reprimand: A student conduct report will be filled out by the driver. The school principal will discuss the report with the student and inform the student that the next incident will result in a three-day suspension from riding the bus. A copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student's discipline folder.

Incident 3: Three-Day Suspension: A student conduct report will be filled out by the driver. The school principal will discuss the report with the student and inform the student of the three-day suspension from riding the bus and formal communications between the principal and parent/guardian. A copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student's discipline folder.

Incident 4: Indefinite Suspension: A student conduct report will be filled out by the driver. The school principal will discuss the report with the student and inform the student of the indefinite suspension from riding the bus and a formal letter to parent/guardian. There will also be communication between the student, parent/guardian, and principal explaining the suspension and a copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student's discipline folder.

The Principal is authorized to move directly to any offense when a criminal offense occurs such as assault, drug-related offenses, destruction of public property, possession of weapons, and similar acts. In this instance, the student will be disciplined in accordance with the decision of the Superintendent of Schools. In the event that there are aggravating circumstances, discipline in addition to the discipline set forth above may be more severe

By adhering to these guidelines and showing respect for others, we can ensure a safe and pleasant environment for all students using the transportation services.

BICYCLES, SKATEBOARD, ROLLERBLADES, SMALL ENGINE VEHICLES, AND PERSONAL ELECTRIC MOTOR VEHICLES

F.C. REED MIDDLE SCHOOL POLICY:

Bicycles may be used for transportation to and from school and should be locked and placed in the bike racks during school hours of operation. Skateboards, roller blades, small engine vehicles, and personal electric motor vehicles (e-bikes, e-scooters, hoverboards, one wheel devices, etc.) are not

to be used by students on school property at any time. Violation of this policy may result in the following consequences:

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

CAFETERIA INFORMATION

RMS students are expected to be Respectful, Responsible, Honest, and Safe in the cafeteria when eating breakfast and lunch. Failure to adhere to the RMS Student Expectations for cafeteria use (see RMS Student Handbook) may result in disciplinary consequences.

CAFETERIA POLICY:

Students are prohibited from sharing or throwing food in the cafeteria during breakfast and lunch. Students who violate the policy may be removed from the cafeteria by supervising staff and required to eat their meal under the supervision of the RMS Principal or designee. Violations of the RMS Student Expectations for cafeteria use (see RMS Student Handbook) may result in disciplinary consequences per the F.C. Reed Middle School Behavior Consequence Rubric (Grades 5 - 8).

ACADEMIC DISHONESTY

CHEATING & PLAGIARISM POLICY:

Cheating: Cheating includes, but is not limited to: (1) the use of any unauthorized assistance, artificial intelligence (AI), or technology during the process of completing assignments or assessments; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of test or other academic material belonging to an instructor or other student. Students who knowingly and intentionally aid or assist a student in the completion of any of the aforementioned acts may also be held accountable for cheating.

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

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

- First Offense - Up to three (3) SSL, parent/guardian notification, and no credit received on assignment
- Second Offense – One (1) day ISS, parent/guardian conference, and no credit received on assignment
- Third Offense – Out of school (OSS) suspension no greater than 10 days and no credit received on assignment

Continued academic dishonesty may result in more severe disciplinary consequences.

ILLEGAL SUBSTANCES

ALCOHOL & ILLICIT DRUGS POLICY:

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

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

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

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

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

TOBACCO POLICY:

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

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

BULLYING POLICY:

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Demonstration of appropriate

behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Bullying: Bullying is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating factors, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

STUDENT HARASSMENT POLICY:

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

Title IX Coordinator/Compliance Officer: Hether McIntyre

Title IX Investigators: Erik Haskins, Lori Graves, and Gerald Heath

Title IX Decision Maker: John Truesdell

Title IX Appeals: Thomas Reed

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

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

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

STUDENT HAZING POLICY:

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

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

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

HATE SPEECH AND SLURS

F.C. Reed Middle School is committed to maintaining a safe, respectful, and inclusive learning environment for all students. Students are prohibited from using hate speech, racial slurs, or other discriminatory language at school, during school activities, or in any school-related communication.

A *slur* is a word, phrase, symbol, gesture, or expression used to insult, demean, threaten, or target a person or group based on characteristics such as race, color, national origin, religion, sex, disability, sexual orientation, gender identity, or any other protected characteristic. Slurs and hate speech may be spoken, written, typed, shared electronically, displayed visually, or communicated through gestures, symbols, or actions.

The use of slurs or hate speech is prohibited regardless of intent because of its disruptive nature. Failure to adhere to the RMS Student expectations regarding hate speech and racial slurs may result in progressive disciplinary consequences at the discretion of the RMS Principal.

FIGHTING POLICY:

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

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

PUPIL TO PUPIL PHYSICAL ASSAULT POLICY:

Physical assault: Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. The Board of Education or the BPS Superintendent shall suspend or expel a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus, other school related vehicle, or at a school sponsored activity or event. The police will also be notified of incidents of physical assault. The Board of Education or the BPS Superintendent may suspend or expel a student who commits Criminal Sexual Conduct (CSC) against another BPS student. The Board of Education or BPS Superintendent shall permanently expel a student who is convicted of Criminal Sexual Conduct (CSC) or sexual assault against another BPS student, even if the offense occurred off-campus and outside of school sponsored activities and events.

PUPIL TO EMPLOYEE PHYSICAL ASSAULT POLICY:

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

VERBAL ASSAULT POLICY:

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

THEFT POLICY:

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

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

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

VANDALISM POLICY:

Students are expected to respect all property of the school and of others. Any littering on school property is prohibited. Damaging, attempting to damage, vandalizing, misuse of school property or possessions of any individual at RMS may result in progressive disciplinary consequences and restitution for damages. Consequences for vandalism include:

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

Setting fire or attempting to set fire to any objects or person on school property may result in suspension and/or recommendation for expulsion. In addition, the student may face police notification. Continued acts of vandalism or attempted vandalism may result in a recommendation for expulsion.

POSSESSION OF ILLEGAL AND PROHIBITED OBJECTS POLICY:

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

WEAPONS POLICY:

The Board believes that students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the RMS Principal. Failure to report such knowledge may subject the student to discipline.

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

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

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

Use of an object as a weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. This violation may subject a student to a recommendation for expulsion. The RMS Principal may also notify the police regarding any violation of the RMS Weapons Policy.

DISRESPECT TOWARDS STAFF MEMBERS (INSUBORDINATION) POLICY:

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

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

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

SUBSTITUTE TEACHER POLICY:

When a substitute teacher is in a classroom, exemplary student behavior is expected. Students exhibiting rude, disrespectful, or generally poor behavior are infringing upon the rights of other

students who wish to learn. In an attempt to deter poor behavior when a substitute is in the classroom, the following procedures will be followed:

1. Any student whose name appears on a substitute report for rude, disrespectful, or otherwise poor behavior may be assigned up to two (2) SSL.
2. A student whose name appears on a substitute report a second time during the same school year may be assigned an in-school suspension (ISS) and parents/guardians will be contacted.
3. A student whose name appears on a substitute report for a third time during the same school year may be suspended out of school (OSS) and a parent/guardian meeting may be scheduled.

DISPLAYS OF PHYSICAL AFFECTION POLICY:

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

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

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

CELL PHONE AND PERSONAL ELECTRONICS POLICY:

F.C. Reed Middle School recognizes the importance of communication with parents/guardians. Accordingly, students have access to a phone in the RMS office which can be used to communicate with parents/guardians throughout the instructional day. Parents/guardians may also contact the RMS office to communicate messages to their student(s). The RMS personal cell phone and personal electronics policy is consistent for all grade levels (grades 5 – 8) at F.C. Reed Middle School.

Before school all students are expected to keep their cell phones stored and turned off in their backpacks and may not use cell phones, smartwatches, wireless communications devices (WCDs), or non-school issued personal electronic devices in the morning prior to classes. All students will be expected to store cell phones, smartwatches, WCDs, and non-school issued personal electronic devices in their lockers during the remainder of the instructional day (turned off). Cell phones, smartwatches, and personal electronics will not be permitted in the RMS cafeteria or on the RMS playground. Students may not possess or use their personal electronic devices during instructional time in the classroom setting. Special exceptions to this policy may be approved by the building principal for documented, medically necessary devices.

The use and possession of headphones in the classroom will be permitted at the teacher's discretion.

All students may possess and use their cell phone or non-school issued personal electronic device after school is dismissed.

- First Offense – One (1) SSL, Cell phone or electronic device brought to the office and picked up by parent/guardians

- Second Offense – Three (3)) SSL and cell phone or electronic device brought to the office and picked up by parent/guardians
- Third Offense – One (1) day of ISS , device must be picked up by parent/guardian, and implementation of an individualized personal electronics restriction plan at RMS
- Fourth Offense – One (1) day of OSS, parent/guardian conference, and permanent loss of personal electronics privileges

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

Pictures, audio, and videos are not to be taken on school property without staff or peer permission. *The possession or use of personal cell phones or electronic devices is strictly forbidden in all locker rooms, bathroom areas, and any other area where privacy is expected.* Students who violate this privacy policy could lose personal cell phone/electronic device privileges for the remainder of the school year and will be subject to the RMS Code of Conduct.

HALLWAY HEADPHONES AND EARBUDS POLICY:

Students are not permitted to wear earbud(s) or headphones in the school hallways at any time during the instructional day. This policy ensures that students remain alert, safe, and able to hear important directions or announcements during the school day. Violations may result in the temporary confiscation of earbud(s) or headphone, to be released to students by the RMS office at the end of the school day in which the violation occurs. Persistent failure to comply may lead to item(s) confiscation, parent/guardian communication, and more severe progressive disciplinary consequences including detention, suspension, and/or recommendation for expulsion.

SCHOOL PROVIDED TECHNOLOGY AND DISTRICT NETWORK USE POLICY:

F.C. Reed Middle School students are expected to be respectful, responsible, honest, and safe when utilizing school provided technology at RMS and when off campus. This expectation also applies to students' use of the school district's internet network when they are on campus. Any violation, as determined by the RMS Principal, of the BPS Technology Mobile Agreement or other misuse of district technology/networks may result in tiered disciplinary consequences:

Minor Violation:

- First Offense – Warning
- Second Offense – One (1) SSL and parent/guardian phone call
- Third Offense – Three (3) SSL and parent/guardian conference

Moderate Violation:

- First Offense – Two (2) SSL, parent/guardian phone call, and possible restrictions to technology privileges
- Second Offense – One (1) ISS, parent/guardian conference, and possible loss of technology privileges

Severe Violation:

- First Offense – Up to five (5) days of ISS/OSS, parent/guardian conference, and possible loss of technology privileges
- Second Offense – Up to ten (10) days of OSS and recommendation for expulsion from Bridgman Public Schools

PORNOGRAPHY POLICY:

Pornography is defined as an image or recording of a person, or what appears to resemble a person, engaging in sexual intercourse, nude sexual contact, or sexual nudity. Students are not permitted to possess, distribute, or produce any form of pornography while on the school campus or while attending school sponsored activities/events. Students are not permitted to possess, distribute, or produce any form of pornography at any time while using school issued electronic devices.

Possession: Any student that knowingly possesses or seeks to access pornographic content on the school campus, while attending school sponsored activities/events, or when utilizing a school issued electronic device is in violation of the BPS Pornography Policy.

- First Offense: Up to three days (3) days of ISS, parent/guardian notification, and police notification
- Second Offense: Up to five (5) days of OSS, parent/guardian conference, and police notification
- Third Offense: Up to ten (10) days of OSS, recommendation for expulsion from Bridgman Public Schools, and police notification

Distribution: Any student who knowingly shares, promotes, or facilitates the distribution of pornography on the school campus, while attending school sponsored activities/events, or when utilizing a school issued electronic device is in violation of the BPS Pornography Policy.

- First Offense: Up to five (5) days of OSS, parent/guardian conference, and police notification
- Second Offense: Up to ten (10) days of OSS, recommendation for expulsion from Bridgman Public Schools, and police notification

Production: Any student who knowingly creates or solicits the creation of pornography on the school campus, while attending school sponsored activities/events, or when utilizing a school issued electronic device is in violation of the BPS Pornography Policy.

- First Offense: Up to ten (10) days of OSS, recommendation for expulsion from Bridgman Public Schools, and police notification

STUDENT COMMERCE POLICY:

To maintain a safe, respectful, and distraction-free learning environment, students are not allowed to sell or trade personal items or school-owned items to other students and/or staff without prior approval from school administration. This rule applies on campus during the instructional day and during all school sponsored activities and/or trips. Failure to comply may lead to item(s) confiscation and parent/guardian communication. In addition, failing in a number of incidents to comply with this expectation may be addressed as persistent disobedience and may result in more severe progressive disciplinary consequences including detention, suspension, and/or recommendation for expulsion.

FALSE FIRE ALARM/911 CALL POLICY:

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

BOMB THREAT POLICY:

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

HOMICIDAL THREAT OR STATEMENT POLICY:

Students may not make verbal statements, create written or electronic communications, or partake in non-verbal gestures that are considered threatening and homicidal in nature. Any writing, communication, or action by a student that creates a reasonable suspicion the student may be preparing to commit a homicidal act related to school or a school activity is in violation of this policy. Students in violation of the policy may be suspended immediately pending investigation and be subject to the BPS Homicidal Threat Assessment procedure. A multidisciplinary team, including law enforcement, may investigate any statements, communications, or actions to determine proper disciplinary consequences and whether the student may return to school.

SUBSTANTIAL INCIDENTS OF FAILURE TO COMPLY:

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

INAPPROPRIATE BEHAVIOR CONSEQUENCE RUBRIC:

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

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

BEHAVIOR	1 st Time	2 nd Time	3 rd Time	4 th Time
<i>Horseplay:</i> Goofing around or playing that may include grabbing, pushing, shoving, hitting, tripping, play fighting, name calling where there is no intention to hurt or control	Student Meeting Log Entry Verbal Warning	Student Meeting Log Entry 1 SSL Parent/guardian Notification	Student Meeting Log Entry 3 SSL Parent/guardian Phone Call	Student Meeting Log Entry 1 ISS Parent/guardian Phone Call
<i>Teasing:</i> "Just Kidding" behaviors, name calling, insulting remarks, spreading rumors, mean notes, playing mean tricks, directed profanity or other behaviors	Student Meeting Log Entry 1 SSL Parent/guardian Notification	Student Meeting Log Entry 3 SSL Parent/guardian Phone Call	Student Meeting Log Entry 1 ISS Parent/guardian Phone Call	Student Meeting Log Entry 1 OSS Parent/guardian Conference
<i>Disrespectful, defiant, or uncooperative attitude/behavior:</i> Includes, but is not limited to repetitive eye-rolling, arguing, shouting, refusal to follow directions, disrespectful comments, walking away, being rude, racist remarks, rude gestures, vulgar language	Student Meeting Log Entry 2 SSL Parent/guardian Notification	Student Meeting Log Entry 4 SSL Parent/guardian Phone Call	Student Meeting Log Entry 2 ISS Parent/guardian Conference	Student Meeting Log Entry 2 OSS Parent/guardian Conference
<i>Physical Contact:</i> Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to hurt or control others.	Student Meeting Log Entry 4 SSL up to 2 ISS Parent/guardian Phone Call	Student Meeting Log Entry 2 ISS up to 2 OSS Parent/guardian Phone Call	Student Meeting Log Entry 2 OSS up to 5 OSS Parent/guardian Conference Behavior Restriction Plan	Student Meeting Log Entry 5 OSS up to 10 OSS Parent/guardian Conference Possible Recommendation for Expulsion

Intimidation: Shunning planned exclusion, silent treatment, social alienation, emotional blackmail, threatening, electronic misuse and intimidation, throwing objects, damaging property	Student Meeting Log Entry 4 SSL up to 2 ISS Parent/guardian Phone Call	Student Meeting Log Entry 2 ISS up to 2 OSS Parent/guardian Phone Call	Student Meeting Log Entry 2 OSS up to 5 OSS Parent/guardian Conference Behavior Restriction Plan	Student Meeting Log Entry 5 OSS up to 10 OSS Parent/guardian Conference Possible Recommendation for Expulsion
Severe Physical Contact: Punching, kicking, fighting, spitting, and similar behavior that is designed to injure others.	Student Meeting Log Entry 2 ISS Possible Police Notification Parent/guardian Phone Call	Student Meeting Log Entry Up to 2 OSS Possible Police Notification Parent/guardian Conference	Student Meeting Log Entry 5 OSS up to 10 OSS Possible Police Notification Parent/guardian Conference Behavior Restriction Plan	Student Meeting Log Entry Recommendation for Expulsion Possible Police Notification
Severe harassment or Intimidation: Racial, ethnic, sexual, and/or religious harassment: overt coercion	Student Meeting Log Entry 2 ISS Possible Police Notification Parent/guardian Phone Call	Student Meeting Log Entry Up to 2 OSS Possible Police Notification Parent/guardian Conference	Student Meeting Log Entry 5 OSS up to 10 OSS Possible Police Notification Parent/guardian Conference Behavior Restriction Plan	Student Meeting Log Entry Recommendation for Expulsion Possible Police Notification
Severe Property Damage	Student Meeting Log Entry 2 ISS Possible Police Notification Parent/guardian Phone Call	Student Meeting Log Entry Up to 2 OSS Possible Police Notification Parent/guardian Conference	Student Meeting Log Entry 5 OSS up to 10 OSS Possible Police Notification Parent/guardian Conference Behavior Restriction Plan	Student Meeting Log Entry Recommendation for Expulsion Possible Police Notification

SSL= Silent Supervised Lunch

ISS = In School Suspension

OSS = Out of School Suspension

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

DUE PROCESS INFORMATION:

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

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

DUE PROCESS RIGHTS: LONG TERM SUSPENSIONS

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

DUE PROCESS RIGHTS: EXPULSION

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

DUE PROCESS RIGHTS: PERMANENT EXPULSION

Permanent expulsion means permanent exclusion from Bridgman Public Schools and from all public schools except alternative education programs, online schools, and strict discipline academies. A student who is under permanent exclusion may not submit a request for reinstatement for a period of at least 150 days from the date of expulsion, but the student may not be reinstated before 180 days from the expulsion date. A student and their parent(s) or guardian(s) must be given written notice of the intention to exclude a student from Bridgman Public Schools for a period of 60 or more days and the reasons for such disciplinary action. The student and their parent(s) or guardian(s) may have an opportunity to appear with a representative before the Board or BPS Superintendent to answer the charges. The student and their parents(s) or guardian(s) will be provided a brief hearing procedure. The hearing may be private if requested by the parent/guardian, but the Board of Education or BPS

Superintendent must act publicly. Final disciplinary consequences will only be determined after considering a student's age, disciplinary history, documented disabilities, the seriousness of the

violation, how the violation impacted the safety of students and/or staff, possible restorative practices, and the impact of lesser interventions to address the negative behavior.

ISS & OSS SUSPENSION RULES:

IN-SCHOOL SUSPENSION (ISS) RULES

1. Upon arrival at school students should collect all books and materials from their locker and report to the office.
2. Students are considered tardy if not in their seat in the ISS room (located in the main office) by 8:00 a.m. If a student is tardy, he/she may receive an additional day of ISS.
3. Students must have all their books and materials with them or they may be assigned an additional day of ISS. Make arrangements so you have a book for every class.
4. Any absence from ISS will be made up on the day of return.
5. Students are to be in their assigned seats and awake at all times. There will be consequences for sleeping. Students with their heads on their desk will be considered asleep.
6. Permission to leave the assigned seat is granted only by the supervisor, and only by raising your hand and waiting to be recognized.
7. Hats, coats, backpacks and drinks, will not be permitted in the room. Dress is in accordance with the student handbook.
8. Students assigned to ISS are only allowed to work on classroom assignments and units as assigned by their teacher or the ISS supervisor. Assignments may be reviewed to check for completion and accuracy. If assignments are not satisfactory, work may be reassigned. Failure to complete work satisfactorily and on time may result in additional ISS time.
9. Lunch is eaten in the ISS Room. Students may bring a sack lunch from home.
10. Restroom breaks are provided at mid-morning and mid-afternoon, or at the discretion of the supervisor.
11. During the student's in-school suspension term, all extracurricular activity privileges are suspended until the term is completed. This includes the day of ISS.
12. Exams and quizzes may be taken in ISS or if the teacher desires, will be taken on the first day of return to the regular classroom.
13. All rules and regulations stated in the student handbook are enforced during the ISS assignment.
14. Students are dismissed from ISS at the end of the day by the supervisor.

OUT-OF-SCHOOL (OSS) SUSPENSION RULES

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

RMS ATHLETE CODE OF CONDUCT

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

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

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

At F.C. Reed Middle School, it is expected that parents/guardians will allow the coaches to coach and the players to play. Therefore, all off-season workouts and in-season workouts, team meetings, and practices are closed to all non-coaching or non-school staff. Athletes are expected to exhibit a competitive spirit and show good sportsmanship in competition. The athlete has a responsibility to demonstrate loyalty to the school and to his or her teammates. If the athlete verbally or physically behaves in a manner that brings disgrace or disrespect to the school or his/her teammates, or that affects team morale, the athlete will face disciplinary action.

ATHLETIC ELIGIBILITY CRITERIA

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

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

- Athletes must maintain a C (2.0) marking period GPA and must be passing all marking period classes to be eligible for athletics. The first eligibility check of each season will occur during the third organized week of the activity. Eligibility will be checked weekly on Tuesday mornings during the designated season and students will be notified of their status. If a student fails to improve by the end of the week, coaches and student athletes will be notified that an athlete will be ineligible the following Monday through Thursday.
- A student-athlete may practice with the team while ineligible. Athletic coaches reserve the right to assign student athletes to work on academic assignments during scheduled practice times during periods of ineligibility.
- On the day of competition, the student-athlete must be present in all classes. Exceptions will be granted for prearranged excused absences (i.e. appointments, funerals, etc.). Students who are suspended from school (in-school or out of school suspension) are ineligible to participate in extracurricular activities on the day(s) of the suspension.

ATHLETIC PHYSICALS AND PARTICIPATION FEES

Any student participating in interscholastic athletics is to have a physical examination completed after April 15 of the previous school year in order to be eligible to participate in practice or athletic competition. An athletic fee is charged for students that would like to participate. This fee does not guarantee playing time.

GENERAL ATHLETIC RULES

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

A. Substance Use, Abuse, or Misuse

1. Students shall not smoke, chew, or possess tobacco products.
2. Students shall not consume, possess, conceal, distribute, sell, purchase, or abuse any product or substance containing alcohol.
3. Students shall not illegally use drugs or possess illegal drugs. This includes the misuse of legal drugs, or use of stimulants, steroids, counterfeit drugs, the possession, concealment, distribution, sale, or purchase of these substances.

B. Penalties for Violation of the Substance Rules - Please see the athletic handbook at www.bridgmanschools.com.

C. Rules of Conduct - An athlete may face immediate suspension from competition depending on the severity of the infraction.

1. Students shall not commit any theft of goods, equipment, or property belonging to the school or to others.
2. Students shall not commit any vandalism or illegal destruction of property.
3. Students shall not engage in any serious unethical conduct.
4. Students shall obey all laws of the community, state, or otherwise and shall not engage in illegal activities.

D. Penalties for Violating Rules of Conduct

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

E. Procedures for Violations of General Athletic Rules

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