



**BELLEVUE COMMUNITY SCHOOLS
STUDENT/PARENT HANDBOOK**

School Year – 2023 - 2024

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in December, 2023. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.bellevue-schools.com by clicking on "Our District" □ "Board of Education" □ "Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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Student/Parent Handbook
for the
BELLEVUE COMMUNITY SCHOOLS

Welcome to the Bellevue Community Schools. Home of the Broncos. All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Ms. Stacey Van Nortwick, Elementary Principal 269-763-9435 ext. 2070

Mr. Nathan Mitchell, Jr/Sr High Principal 269-763-9413 ext. 3023

Martin Chard, Interim Superintendent 269-763-9432 ext. 1004

Adopted by the Board of Education on December 18, 2023.
Discipline Code adopted by the Board on December 18, 2023.

2023-2024 School Calendar

Bellevue Community Schools

904 W. Capital Ave
269-763-9432 (Fax) 269-763-2300
Bellevue, MI 49021

Aug 21	First Day of School
Aug 25	NO SCHOOL
Sept 1	NO SCHOOL
Sept 4	NO SCHOOL - Labor Day
Sept 6	Early Release
Sept 20	Early Release
Oct 4	Early Release
Oct 10, 12	7-12 Parent Teacher Conferences
Oct 11, 12	K-6 Parent Teacher Conferences
Oct 13	NO SCHOOL
Oct 18	Early Release
Nov 1	Early Release
Nov 15	NO SCHOOL
Nov 22, 23, 24	NO SCHOOL - Thanksgiving Break
Dec 6	Early Release
Dec 20	Early Release
Dec 21	Early Release
Dec 22	Early Release
Dec 25 - Jan 5	NO SCHOOL - Winter Break
Jan 17	Early Release
Feb 7	Early Release
Feb 16, 19	NO SCHOOL - Midwinter Break
Feb 21	Early Release
Feb 27, 29	7-12 Parent Teacher Conferences
Feb 28, 29	K-6 Parent Teacher Conferences
Mar 1	NO SCHOOL
Mar 6	Early Release
Mar 20	Early Release
Mar 22	NO SCHOOL
Mar 25 - 29	NO SCHOOL - Spring Break
Apr 3	Early Release
Apr 17	Early Release
May 1	Early Release
May 15	Early Release
May 27	NO SCHOOL - Memorial Day
Jun 2	Tentative Graduation
Jun 5	Early Release
Jun 6	Early Release - Last day of School

Early Release Days

Lunch will be served prior to dismissal
Jr/Sr High will be dismissed at 12:49pm
Elementary will be dismissed at 12:59

July 2023						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
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31						

April 2024						
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28	29	30				

May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

Student Days 180	Elementary Hours	Jr/Sr High Hours
Teacher Days 182 (New Teachers 183)	7:59am - 3:05pm - Students 7:45-3:15 - Instructional Staff	7:49am - 2:55pm - Students 7:45am - 3:15pm - Instructional Staff

- School Closed
 - Professional Development (no school for students)
 - Parent Teacher Conferences
- Early Release
 - Regular Board Meetings
 - First & Last Day of School

Policy 8210 aligns with Michigan State Law, which emphasizes that the District is required to offer a minimum of 1,098 hours of student instruction spread across 180 days each academic year. Furthermore, the policy outlines specific public holidays on which school sessions will not be held. These holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In instances where any of these holidays happen to fall on a Sunday, the subsequent Monday will be observed as a public holiday

BELLEVUE CENTRAL OFFICE	
CHARD, Martin	Interim Superintendent
BODELL, Samantha	Business Manager
ROBBINS, Justin	Director of Operations
VANDEN HEUVEL, Sarah	Athletic Director
HILL, Sarah	Administrative Assistant to the Superintendent

BELLEVUE ELEMENTARY SCHOOL			
VAN NORTWICK, Stacey	Principal	BASS, Shannon	6th Grade
OPEN	Student Support Specialist	STEELE, Jessica	6th Grade
DECKER-MUNSTER, Jennifer	Elementary Administrative Assistant	OPEN	Elementary Special Education
MCCARN, Jamie	GSRP	NORTH, Jammie	Elementary Special Education
SEDLAR, Christine	GSRP	RUGG, Sarah	Elementary Special Education
MEYER, Jennifer	GSRP Assistant	OPEN	Elementary Art
ODETTE, Jessica	GSRP Assistant	BAXTER, Melissa	Elementary Music
PERRY, Bethany	Kindergarten	LOUISELLE, Ellie	Elementary Physical Education
DECKER, Shannon	Kindergarten	LOUISELLE, Ellie	Elementary Interventionist Paraprofessional
BELLIN, Sarah	1st Grade	WAGNER, Beth	Elementary Interventionist Paraprofessional
SMITH, Dawn	1st Grade	SHEETS, Tricia	Elementary Interventionist Paraprofessional
VANDIS, Amber	2nd Grade	RICHARDS, Ashley	Elementary Interventionist Paraprofessional
COSTELLO, Alissa	2nd Grade	OPEN	Elementary Interventionist Paraprofessional
DYE, Rosa	3rd Grade	BURGESS, Judy	Elementary Interventionist Paraprofessional
PAESENS, Erika	3rd Grade	BIRD, Loranna	Special Education Elementary Paraprofessional
HALL, Jessica	4th Grade	SPAULDING, Tonya	Special Education Elementary Paraprofessional
MADRY, Jamie	4th Grade	MANN, Monica	Special Education Elementary Paraprofessional
ROSE, Heather	5th Grade	SMITH, Kim	Media Library Specialist/ Elementary Interventionist Paraprofessional
WHITSON, Rebecca	5th Grade		

BELLEVUE JR/SR HIGH SCHOOL			
MITCHELL, Nate	Jr/Sr High Principal	BRININSTOOL, Dan	Secondary Social Studies
REDMER, Lisa	Counselor	KISSINGER, Tammy	Secondary Special Education
JORDAN, Julie	Secondary Administrative Assistant	MULLINS, Tricia	Secondary Special Education
ADKINS, Allison	Secondary ELA	GARVINSON, Brandy	Secondary Special Education
ANDERSON, Brenda	Secondary ELA	THOMPSON, Kylie	Secondary - Ag Science/ Special Education
HAUBERT, Angel	Secondary ELA	LOUISELLE, Ellie	Secondary Physical Education
SMITH, Gerrit	Secondary History	SAYLOR, Treza	Secondary Art
COLLINS, Jennifer	Secondary Math	GARDNER, Cindy	Secondary Virtual Learning Coach
HUELSMAN, Aaron	Secondary Math	BOYD, Kami	Special Education Secondary Paraprofessional
HARB, Jillian	Secondary Math	Open	Special Education Secondary Paraprofessional
MILLER, Briana	Secondary Music	KEITH, Susan	Secondary Interventionist Paraprofessional
BROPHY, Julie	Secondary Science	STANTON, Carol	Secondary Interventionist Paraprofessional
MORGAN, Shelley	Secondary Science	ANGUS, Shannon	Secondary Interventionist Paraprofessional/ Administrative Assistant to the Athletic Director
VANHOOSE, Chris	Secondary Science	SIMMONS, Amanda	Secondary Interventionist Paraprofessional

FOOD SERVICE			
ADKINS, Jason	Food Service Manager- Chartwells	SIMONS, Diane	Food Service
AYOTTE, Amanda	Food Service-Chartwells	ANGUS, Shannon	Breakfast/Lunch Monitor-Chartwells
BALKEMA, Sarah	Food Service-Chartwells	KEITH, Susan	Breakfast/Lunch Monitor-Chartwells
DENTON, Sam	Food Service-Chartwells	RICHARDS, Ashley	Breakfast/Lunch Monitor-Chartwells
KNAUSS, Emmilee	Food Service-Chartwells	SHEETS, Tricia	Breakfast/Lunch Monitor-Chartwells
MANN, Jennifer	Food Service-Chartwells	OPEN	Breakfast/Lunch Monitor-Chartwells
MOFFIT, Nicole	Food Service-Chartwells	OPEN	Breakfast/Lunch Monitor-Chartwells

OPERATIONS DEPARTMENT

ROBBINS, Justin	Operations Director	SANDBERG, Vicky	Bus Driver
BODEN, Geoff	Transportation Supervisor / Bus Driver	STENGER, Codie	Custodial Supervisor - CSM
RACINE, Steve	Bus Mechanic / Maintenance	GAMBLE, Don	Custodian - CSM Jr/Sr High
HOPPER, Austin	Transportation Receptionist	HOLCOMB, Jeff	Custodian - CSM Jr/Sr High
DAY, Mike	Bus Driver	OLSON, Stephanie	Custodian - CSM - Elem.
HEWITT, Michaela	Bus Driver	OWEN, Michaela	Custodian - CSM - Elem.
PENNOCK, Rachel	Bus Driver		

BOARD OF EDUCATION

MADRY, Seth	President	DERYDER, Michael	Trustee
BYERS, Scott	Vice President	MATHEWSON, Roger	Trustee
CARO, Jill	Secretary	SPARKS, Travis	Trustee
VISGER, Shannon	Treasurer		

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **January 2024**. If any of the policies or administrative guidelines referenced herein are revised after January 1, 2024 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

To provide an environment of academic excellence and social and emotional support for each student.

VISION OF THE SCHOOL

To challenge students to strive for academic excellence and personal accomplishment resulting in confident leaders who are equipped to make a positive impact on society.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Martin Chard
Interim Superintendent
269-763-9413

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

District Parent and Family Engagement Policy 2112

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

Relationships with Families

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;
- providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
- providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

Effective Communication

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable, to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;

- preparing families to be involved in meaningful discussions and meetings with school staff.

Volunteer Opportunities

- providing volunteer opportunities for families to support their children's school activities;
- supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

Learning at Home

- offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
- working with families to establish learning goals and help their children accomplish these goals;
- helping families to provide a school and home environment that encourages learning and extends learning at home.

Engaging Families in Decision Making and Advocacy

- engaging families as partners in the process of school review and continuous improvement planning;
- engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

Collaborating with the Community

- building constructive partnerships and connecting families with community-based programs and other community resources;
- coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

SCHOOL DAY

	<i>Regular Day</i>		<i>Early Release</i>	
	Start	End	Start	End
<i>Bellevue Elementary</i>	7:59 am	3:05 pm	7:59 am	12:59 pm
<i>Bellevue Jr/Sr High</i>	7:49 am	2:55 pm	7:49 am	12:49 pm

STUDENT RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a

two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the K-6 principal or 7-12 counselor.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School Office. A student may be excluded from school until this requirement has been fulfilled.

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

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If an injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An emergency contact will determine whether or not the student remains in school or goes home, unless the student has vomited or has a fever, in which case the student is required to leave school for at least 24 hours. No student will be released from school without proper parental permission.

Homebound Instruction

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

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

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Elementary level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has adopted Policies 2340 and 5341 stating that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written

medication administration plan developed by the school principal and updated annually.

Non Prescribed (Over-the-Counter) Medications

Elementary (Grades K to 6)

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student other than sunscreen.

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non prescribed medications. The student may be authorized on the request form by the student's parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Secondary (Grades 7 to 12)

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication in front of office staff.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs at:

- Elementary: 269-763-9435
- Jr/Sr High: 269-763-9413

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the high school counselor at Jr/Sr High: [269-763-9413 ext. 3080] to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350).

Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at www.bellevue-schools.com.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written

consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents;
or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

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

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

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

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

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

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

ARMED FORCES RECRUITING

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

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to

refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

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

STUDENT FEES, FINES, AND SUPPLIES

Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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

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

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring personal belongings to school. Toys, electronics and other items are a distraction to the learning environment and will not be allowed in

classrooms or lockers. Items that distract from the learning environment and/or are not needed for instruction will be stored in the office until the end of the day. Continuous

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact central office

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by phone, email, and social media. Notification may also be found at:

Television Stations: WOOD TV 8 / WOTV 41 / WXSP-TV, WILX-TV 10, WLNS TV 6 / WLAJ 53, WWMT TV 3, WZZM 13, FOX 47

Radio Stations: WBXX & WBCK 102.5 / 104.9, RADIO ONE, WNWN 98.5, WKFR 103.3 / WKMI 1360 / WRKR 107.7 - 1077

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

The library is available to 4th-6th grade students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one week.

In order to avoid late fees, all materials checked out of the library must be returned to the library within three weeks.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the front hallway (in the elementary) or the office (in the high school). Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Cell phone use is not permitted by students in or on the elementary building or grounds from 7:35 am-3:15 pm. Students who need to carry cell phones to school may check them in with their homeroom teacher at the beginning of the school day. Office phones will be available before and after school.

At the Jr/Sr high school, cell phones are allowed before school (7:30am to 7:49am), during lunch (11:00am to 11:40am), and after school (2:55pm). Phones are not allowed in class or during instructional time. Parents should refrain from texting or calling students during class time. If there is a need to contact students please call the office at 269-763-9413.

USE OF PERSONAL COMMUNICATION DEVICES

District's Personal Communication Device Policy (Policy 7540.03)

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

ADVERTISING OUTSIDE ACTIVITIES

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

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Persistent discipline issues may result in students not being able to attend field trips. An administrator may determine if a code of conduct violation warrants a loss of privilege. Attendance rules apply to all field trips.

GRADES

[The school] has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

The school uses the following grading system for 4th-12th grade students:

100%	to	92.5%	=	A
92.49%	to	89.5%	=	A-
89.49%	to	86.50%	=	B+
86.49%	to	82.50%	=	B
82.49%	to	79.50%	=	B-
79.49%	to	76.40%	=	C+
76.49%	to	72.50%	=	C
72.49%	to	69.50%	=	C-
69.49%	to	66.50%	=	D+
66.49%	to	62.50%	=	D
62.49%	to	59.50%	=	D-
59.49%	to	0.00%	=	E

F = Failure

I = Incomplete (work is not completed for acceptable reasons; the incomplete must be removed and a letter grade given or the I will become an E)

P = Acceptable achievement

The school uses the following standards based grading system for Kindergarten-3rd grade students:

ES= Exceeds Standards

P= Proficient (meeting grade level standards)

N= Needs Improvement (approaching grade level standards)

W= Working Toward (attention recommended)

Grade Point Average

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

Grading Periods

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Elementary - Middle School

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

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

Freshman	= 0 to 6 Credits
Sophomore	= 6 Credits to 12 Credits
Junior	= 12 credits to 18 Credits
Senior	= 18 or more Credits

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated test. Such an

exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at <https://www.bellevue-schools.com/page/board-of-education> or in the high school office.

Students who complete graduation requirements during the summer, will be awarded a diploma.

Academic Requirements for Graduation

- Required credits are based upon Michigan Merit Curriculum (MMC) and Bellevue Board of Education requirements.
- These credits are required to be taken and passed to graduate from Bellevue High School unless administrative approval has been granted.
- Students and their parents are responsible for determining that the student’s records are correct and up-to-date and that courses required for graduation have been taken and completed satisfactorily.

Department	COURSES	Credits Required
English Language Arts	ELA 9A and B, ELA 12B required (1.5 credits) Choose 2.5 credits: American Lit I A/B, British Lit I A/B, Mythology 1 & 2, Creative Writing, YAL, Research, Fantasy & Science Fiction, Nonfiction, etc	4.0
Mathematics	Algebra I, Geometry, Algebra II, Senior year math	4.0
Science	Biology, and Chemistry or Physics, 3rd science or completion of department approved formal Career and Technical Education (CYE) program	3.0
Social Studies	US History, World History, Government (.5), Economics* (.5)	3.0
Physical Education/Health	Freshman PE (.5), Health (.5)	1.0
Visual, Performing & Applied Arts (VPAA)	Music, art or other visual and performing arts courses	1.0
World Language	Spanish I, ASL, or other option approved by counselor Both credits must be the same language, or 1 credit in a foreign language credit and completion of department approved formal Career and Technical Education (CYE) program or by completing an additional VPAA course.	2.0
Total MMC credits required for graduation**		18.0
Total BCS credits required for graduation (MMC + BCS)**	Elective/additional credit totals needed are based upon the student's graduation year.	22

- *Personal Finance standards required for students entering 8th grade in 2023
- **Credit totals may vary for individual students depending upon special circumstances such as dual enrollment, eighth grade credits, transfer from another school district/state, Individual Education Plans (IEP's), Personal Curriculums, Certificate of Completion plans, Early Middle College, and/or changes in Board of Education or MMC mandates.
- Students are required to carry a full schedule of courses onsite at Bellevue High School unless administration grants permission otherwise.
- Students returning to Bellevue High School for a fifth year must attend classes starting Semester 1.

SENIORS IN GOOD STANDING

At the beginning of the senior year, students *in good standing* will be permitted to participate in senior-designated activities. *In Good Standing* is defined as a student who has a reasonable capacity to earn the credits needed to graduate by the end of the year. Activities include: Senior class trip, commencement events, senior government, and representatives in Homecoming and Snowcoming. Seniors with 3 days absent or less in each individual class (excluding field trips), maintain a B or higher grade in that class, may be excluded from taking the final exam for that class.

COMMENCEMENT CEREMONY

Commencement Eligibility

In order to be eligible to participate in graduation ceremonies, a student must meet the Academic Requirements for Graduation, plus:

- Have not failed more than one (1) credit during the senior year (circumstances will be considered by administration)
- Have no outstanding debts, loans, or obligations to the school; these must be paid one (1) week prior to graduation.
- Have exhibited appropriate behavior during senior trip.

Commencement Dress Code

Students must have the appropriate cap and gown and dress appropriately for this ceremonial event:

- Dress, skirt/blouse, dress slacks/blouse, dress slacks/collared shirt, dress shoes

Commencement Practice

Graduation practice is mandatory. Students must make arrangements with their employers, families, and others so they can be in attendance. Failure to attend graduation practice could result in not being able to participate in the commencement ceremony.

Commencement Academic Honors

Seniors earning graduation honors (Valedictorian, Salutatorian, Top 10) must have attended Bellevue High School for at least six semesters. This includes students transferring from a public, private, homeschool or an accredited charter school setting. Gold cords will be awarded to seniors receiving 3.75-4.0 GPA; silver cords will be

awarded to seniors with 3.5 - 3.749 GPA. Honors/cords will be awarded during Senior Awards Night.

The final grade point average (GPA) will be determined by the cumulative grade point average at the end of Semester I of the senior year. The GPA is calculated four decimal places to determine class rank (example: 3.5121).

CALHOUN AREA CAREER CENTER

Junior and senior students in good credit standing have the opportunity to attend the Calhoun Area Career Center. Students who are accepted for a CACC program attend Bellevue High School for the first half of the school day and the CACC for the second half of the school day. The district provides transportation to and from the CACC, students who prefer to drive need to have permission from school administration and parents.

CLASS STANDING

Cohort Status- This is defined by the number of years a student has attended high school classes. It is marked from the year a student enters ninth grade. Cohort status does not address credits accumulated, but is primarily used to determine when the State assessment will be taken (i.e., A student who has attended high school for three years is considered a cohort junior and must take the State-mandated assessment regardless of the number of credits accrued).

Credit Status- This is defined by the number of credits successfully earned by the student. These credits are updated with every report card. A student's credit status determines a student's date of graduation.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAMS

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing the student meets the requirements established by law and by the District. Any interested student should contact the high school office to obtain the necessary information.

ON-LINE/BLENDED LEARNING PROGRAM

The District will provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line education technology in traditional classroom settings. (Policy 2370.01).

RECOGNITION OF STUDENT ACHIEVEMENT

Junior High/High School students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is coordinated by the high school office staff.

Athletic Awards

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

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed at the beginning of each school year.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and WorkKeys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three (3) parts. The SAT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one (1) session at times scheduled by the District Testing Coordinator with make-up sessions for these tests.

Parents and students should watch school newsletters and email for announced testing times.

Sophomores will take the PSAT 10. Eighth graders and freshmen will take the PSAT 8/9.

A preparatory assessment primarily used to help students prepare for the SAT.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which the student is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

High School

College entrance testing information can be obtained from the Guidance Office.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Bellevue Community Schools provides students the opportunity to broaden their learning through extra curricular-related activities. The Board authorizes many student groups that are sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

National Honor Society

Students in grades 11 and 12 who meet the requirements for membership are eligible to be invited for membership. Membership is based on the four pillars listed below. Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to scholarship, service, leadership, and character.

Scholarship: Students must have a cumulative GPA of 3.3 on a 4.0 scale, or equivalent standard of excellence.

Service: This involves voluntary contributions made by a student to school or community, done without compensation.

Leadership: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Understanding the Obligations of NHS Membership

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be chapter meetings. The chapter bylaws should articulate the yearly meeting schedule and member attendance obligations. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership for the school's chapter.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

ATHLETICS

Bellevue Jr/Sr High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Sarah Vanden Heuvel, the Athletic Director, at 269-763-9413.

Baseball	Basketball - Boys	Basketball - Girls
Cheerleading - Co-ed	Equestrian	Football
Soccer - Co-ed	Softball	Track and Field
Trap and Skeet Shooting	Volleyball	Wrestling - Co-ed

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

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, the student must first make contact with their counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any semester, a student will be considered an "habitual truant" which may result in a letter home and referral to the county truancy officer.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school (Policy 5200).

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence within 24 hours. They are to call the office and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Excusable, Non Approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy and the student may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

High School

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, the student will be considered a "habitual" truant and will be reported to the proper personnel.

Notification of Absence

If a student is going to be absent, the parents must contact the office within 24 hours to provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

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

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

Elementary Level

Any student arriving late to school is to report to the school office with an adult to sign in before proceeding to class.

Secondary Level

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, the student is to report to the school office before proceeding to their first assigned location. Any student who is late up to 10 minutes will be considered absent for that instructional period.

Students who are tardy more than two times during the week will receive a lunch detention.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the building office as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within 3 days after returning to school.

Make-up work due to excused absence must be completed within 5 days after returning to school.

If a student misses a teacher's test due to excused absence, the student may make arrangements with the teacher to take the test. If the student misses a State mandated test or other standardized test, the student should consult with the test coordinator to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

abide by national, State, and local laws as well as the rules of the school;

act courteously to adults and fellow students by maintaining a safe, friendly, and productive environment;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;

complete tasks as directed;

act at all times in a manner that reflects pride in self, family, and in the school.

Student Disorder/Demonstration

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

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such threats may result in disciplinary action.

Dress

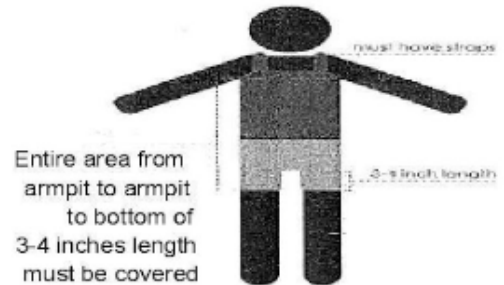
While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational

process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be asked to change.

The following styles or manners of dress are expected:

1. Clothing must cover areas from one armpit across to the other armpit and down to approximately 3 to 4 inches in length on the upper thighs (see image below).
2. Tops must have shoulder straps.
3. Rips or tears in clothing should be lower than 3 to 4 inches from the inseam.
4. Shoes must be worn at all times and should be safe for both school and outdoor environments.
5. See-through or mesh garments must not be worn without appropriate coverage underneath, meeting the minimum requirements of the dress code.
6. Headgear including hoodies and sunglasses are not allowed unless permitted for religious, medical, or other reasons by school administration
7. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
8. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
9. Clothing may not depict or imply pornography, nudity, or sexual acts.
10. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
11. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
12. Clothing or accessories that endanger students or staff safety may not be worn.
13. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
14. Backpacks are NOT allowed in classrooms and should be kept in lockers.



Students who are representing Bellevue Community Schools at an official function or public event may be required to follow specific dress requirements. The dress code for dances will be announced prior to the event. Additionally, there may be different dress requirements for athletic teams, cheerleaders, bands, and other such groups.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

Care of Property

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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

Harassment

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

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

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

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Counselor, the Principal, or may report it directly to the OKAY2SAY at 855-565-2729. Complaints will be investigated in accordance with AG 5517.

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

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for

employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

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

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

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Bellevue Community Schools District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined

responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities. [Nondiscrimination On the Basis of Sex In Education Programs Or Activities (Policy 2266)]

Sexual Harassment may include, but is not limited to:

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

Notification

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

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

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

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

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

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

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

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

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

Non-Retaliatio n/False Reports

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

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action equal to the first level of the accused violation.

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- 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 (3). 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.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:
Harassment, see Policy 5517;
Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

STUDENT DISCIPLINE CODE

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

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

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. However, below violations are not an exhaustive list, behaviors that are deemed unsafe or disruptive to the school environment by administration will be subject to disciplinary actions ranging from a loss of privilege up to expulsion. Administrators reserve the right to add restorative practices when appropriate to consequences.

#	Violation	Consequence
1	<p>Use or Possession of Drugs A student's use or possession of an illegal substance is a violation that will affect the student's athletic eligibility and extracurricular participation.</p> <p>The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.</p> <p>The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.</p>	<p>1st 1 to 5 day suspension and report to law enforcement</p> <p>2nd 5 to 10 day suspension and report to law enforcement</p> <p>3rd 10 day suspension; possible recommendation for expulsion and report to law enforcement</p> <p>*Administration reserves discretion on steps.</p> <p>**Law Enforcement may use a breathalyzer if a student is found to be intoxicated.</p>
2	<p>Sale and Distribution of Drugs A student's sale of an illegal substance is a violation that will affect the student's athletic eligibility and extracurricular participation.</p> <p>The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.</p> <p>The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.</p>	<p>1st 10 day suspension; possible recommendation for expulsion and report to law enforcement</p>

3	<p>Use of Tobacco</p> <p>Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product(s) by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.</p>	<p>1st 1 to 5 day suspension</p> <p>2nd 5 to 10 day suspension and law enforcement may be contacted</p> <p>3rd 10 day suspension and law enforcement may be contacted</p> <p>**Administration reserves discretion on steps.</p>
4	<p>Possession of a Weapon</p> <p>A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's 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.</p> <p>State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:</p> <ul style="list-style-type: none"> A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle 	<p>1st 1 to 5 day suspension. The weapon will be confiscated and released to police/parent.</p> <p>2nd 5 to 10 day suspension. The weapon will be confiscated and released to police/parent.</p> <p>3rd 10 day suspension; recommendation for expulsion and report to law enforcement: the weapon will be confiscated and released to the police.**</p> <p>*Administration reserves discretion on steps.</p>

	C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)	**Grades 6 and higher go directly to level 3**
5	Purposely Setting a Fire Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.	1st 10 day suspension and possible recommendation for expulsion, law enforcement will be contacted.
6	Physical Assaults Physical assault with or without a weapon at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”	1st 1 to 5 day suspension and law enforcement may be contacted. 2nd 5 to 10 day suspension and law enforcement may be contacted. 3rd 10 day suspension; recommendation for expulsion and law enforcement may be contacted.** *Administration reserves discretion on steps. **Grades 6 and higher go directly to level 3**
7	Verbal Threats Verbal assault at school against a District employee, volunteer, or contractor making threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Depending on the severity of the threat, as determined by the Threat Assessment, law enforcement may be contacted.	1st Loss of privilege (i.e. detention/ responsibility room) and possible completion of a threat assessment.* 2nd 1 to 5 day suspension after a threat assessment is completed. 3rd 5 to 10 day suspension after a threat assessment is completed. 4th 10 day suspension. A threat assessment and possible recommendation for expulsion. *Administration reserves discretion on steps.
8	Extortion/ Blackmail Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.	1st Loss of privilege (i.e. detention/ responsibility room) and return or replacement of any taken valuables. 2nd 1 to 5 day suspension and return or replacement of any taken valuables. 3rd 5 to 10 day suspension and return or replacement of any taken valuables.

9	<p>Gambling Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.</p>	<p>1st Loss of privilege (i.e. detention/ responsibility room) and return or replacement of any taken valuables.</p> <p>2nd 1 to 5 day suspension and return or replacement of any taken valuables.</p> <p>3rd 5 to 10 day suspension and return or replacement of any taken valuables.</p> <p>*Administration reserves discretion on steps.</p>
10	<p>Falsification of Identification/Forgery Fraudulent use of school documents; signing the name of another person for the purpose of defrauding school personnel; deceiving or misleading to obtain anything of value.</p>	<p>1st Parent contact.</p> <p>2nd Parent contact and loss of privilege.</p> <p>3rd 1 to 5 day suspension.</p>
11	<p>Plagiarism Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Accessing electronics or use of AI to complete an assignment constitute plagiarism and cheating.</p>	<p>1st Re-completion of assignment.</p> <p>2nd Loss of credit on assignment and/or privilege.</p> <p>3rd K-3: Responsibility Score is lowered one level. 4-12: Overall grade is reduced by one letter for the class.</p>
12	<p>False alarms, False Reports, and Bomb Threats A false emergency alarm report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt.</p>	<p>1st K-5: Restorative conversation and threat assessment completed.</p> <p>2nd K-5: Loss of privilege and threat assessment completed.</p> <p>3rd 10 day suspension; threat completed; recommendation for expulsion and law enforcement will be contacted.</p> <p>*Administration reserves discretion on steps.</p> <p>**Grades 6 and higher go directly to level 3.</p>
13	<p>Explosives Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.</p>	<p>***Depending on the explosive a threat assessment may be conducted.***</p> <p>1st Parent contact and confiscation of the explosive</p> <p>2nd 1 to 5 day suspension and confiscation of the explosive.</p>

		<p>3rd 10 day suspension; threat completed; recommendation for expulsion and law enforcement will be contacted.</p> <p>*Administration reserves discretion on steps.</p>
14	<p>Trespassing Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.</p>	<p>Provide a verbal warning. Depending on the trespasser's actions this may warrant additional discipline under a different category in the Code of Conduct.</p>
15	<p>Theft When a student is caught stealing school or someone's property, the student will face consequences and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Teacher or Principal. The school is not responsible for personal property.</p>	<p>1st Return/replacement of property and restorative practice.</p> <p>2nd Return/replacement of property and loss of privilege.</p> <p>3rd 1 to 5 days suspension.</p> <p>**For thefts of significant value law enforcement may be informed and students may go directly to step 3.</p>
16	<p>Disobedience School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.</p>	<p>1st Parent contact and restorative practice.</p> <p>2nd Parent meeting and loss of privilege. Targeted plan may be developed.</p> <p>3rd 1 to 5 days suspension.*</p> <p>4th 5 to 10 days suspension.</p> <p>5th 10 day suspension with recommendation for expulsion.</p> <p>*Steps 2-3 may be repeated if progress is shown. Students should only progress to steps 4 and 5 if the student shows no progress on a targeted improvement plan after interventions.</p>
17	<p>Damaging Property Vandalism and disregard for school property will not be tolerated.</p>	<p>1st Replacement of property and restorative practice.</p> <p>2nd Replacement of property and loss of privilege.</p>

		<p>3rd Replacement of property and 1 to 5 days suspension.</p> <p>**For damage of significant value law enforcement may be informed and students may go directly to step 3.</p>
18	<p>Persistent absence or tardiness Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work.</p>	<p>Please see Section IV of Student Conduct for more information on the school attendance policy and when a student might be referred for truancy.</p>
19	<p>Unauthorized use of School or Private Property Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines.</p>	<p>1st Verbal reminder of proper use.</p> <p>2nd Temporary loss of privilege (1-10 days) and parent contact.</p> <p>3rd Temporary loss of privilege (11-30 days) and parent contact.</p> <p>4th Permanent loss privilege and parent contact.</p>
20	<p>Refusing to Accept Discipline The school may use informal discipline to prevent the student from being removed from school.</p>	<p>Should a student or parent refuse to accept the discipline as assigned by the principal, the principal reserves the right to enact an alternative consequence which may include suspension.</p>
21	<p>Knowingly Aiding or Abetting Violation of School Rules If a student assists another student in violating any school rule, they will be subject to discipline. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.</p>	<p>Consequences will match the consequences of the violation that was aided or abetted.</p>
22	<p>Displays of Affection Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.</p>	<p>1st Verbal reminder of expectations</p> <p>2nd Detention and parent contact.</p> <p>*Steps may be repeated.</p>
23	<p>Possession of Personal Communication Devices (PCDs) A student may not use a personal communication device, phones or similar electronic storage device on school property in school facilities during school hours. If a personal communication device is seen or heard it may be confiscated.</p>	<p>1st PCD is confiscated and returned to the student at the end of the day.</p> <p>2nd PCD is confiscated and returned only to the parent/guardian*</p> <p>3rd PCD will be required to be handed into the Main Office for a time designated by the principal.</p>

		*After mutual agreement between the principal and parent the phone may be released to the principal to give to the student.
24	<p>Recording or Transmitting to Others</p> <p>The school prohibits the use or transmission of any video from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD. Taking or transmitting images or messages during testing is also prohibited.</p>	<p>1st 1 to 10 days suspension; possible referral for expulsion</p> <p>2nd 5 to 10 days suspension; possible referral for expulsion.</p> <p>*Police may be contacted based on the seriousness of the situation.</p>
25	<p>Violation of Bus Rules</p> <p>All infractions are defined in the Student Discipline Code. Due to the serious nature of misconduct on a school bus because of the potential risks of harm to all passengers, the school adopts a progressive discipline approach for handling infractions. Instead of accumulating individual infractions, each infraction will move the student to the next offense level. After a total of five (5) infractions, a student may lose the privilege of riding the bus for the remainder of the year.</p>	<p>1st A written warning will be given to the student and family and the student may be assigned a specific seat for a duration.</p> <p>2nd The student will lose the privilege to ride the bus for 1 to 3 days.</p> <p>3rd The student will lose the privilege to ride the bus for 3 to 5 days.</p> <p>4th The student will lose the privilege to ride the bus for 5 to 10 days.</p> <p>5th The student will lose the privilege of riding the bus for the remainder of the school year.</p> <p>* The Operations Director and Transportation Director may escalate offenses directly level two (2) or higher, depending on the severity of the infractions.</p>
26	<p>Dress and Grooming</p> <p>Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic,</p>	<p>Students found in violation of “Dress and Grooming” may be asked to change their clothing, if a change of clothing cannot be</p>

	and performing arts events. Refer to Dress and Grooming under Student Conduct.	obtained the student may be asked to leave.
27	<p>Harassment</p> <p>Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.</p>	<p>1st 1 to 5 day suspension.</p> <p>2nd 5 to 10 day suspension.</p> <p>3rd 10 day suspension; possible referral for expulsion.</p> <p>*Police may be contacted based on the seriousness of the situation.</p>
28	<p>Hazing</p> <p>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.</p> <p>Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.</p> <p>Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:</p> <ul style="list-style-type: none"> A. illegal activity, such as drinking or drugs; B. physical punishment or infliction of pain C. intentional humiliation or embarrassment; D. dangerous activity; E. activity likely to cause mental or psychological stress; F. forced detention or kidnapping; G. undressing or otherwise exposing initiates. 	<p>1st 1 to 5 day suspension.</p> <p>2nd 5 to 10 day suspension.</p> <p>3rd 10 day suspension; possible referral for expulsion.</p> <p>*Police may be contacted based on the seriousness of the situation.</p>
29	<p>Bullying and Other Aggressive Behavior</p> <p>It is the policy of the District to provide a safe and nurturing educational environment for all of its students.</p> <p>This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.</p> <p>Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This</p>	<p>1st 1 to 5 day suspension.</p> <p>2nd 5 to 10 day suspension.</p> <p>3rd 10 day suspension; possible referral for expulsion.</p>

	<p>prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.</p> <p>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.</p> <p>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.</p>	
30	<p>Possession of a Firearm, Arson, and Criminal Sexual Conduct</p> <p>In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.</p> <p>A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.</p> <p>Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).</p> <p>Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities.</p> <p>A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.</p>	<p>1st 10 day suspension and referral for expulsion.</p>
31	<p>Profanity</p> <p>Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or</p>	<p>1st Verbal warning</p> <p>2nd Loss of privilege*</p>

violates community held standards of good taste will be subject to disciplinary action.	*Steps beyond two will be determined by administration.
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Criminal Acts

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

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

Safety Concerns

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

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may include:

- Purposeful writing assignments;
- change of seating or location;
- lunch-time or after-school detention;
- in-school restriction;
- after school detentions;
- Saturday school;
- Loss of privilege(s).

Detentions

A student may be detained after school or asked to come to school early by an administrator or teacher with administrator approval, after making arrangements with the student's parent or guardian. The student or the student's parents are responsible for transportation.

Formal Discipline

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and are welcomed to attend. The principal then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal

system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up the work missed while suspended.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

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

Long-term suspension or expulsion from school

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

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice.

Within 5 days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the Board President. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Bellevue Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should reference the communication flowchart.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent

examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the

custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building administrator twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than 1.5 miles from school. The transportation schedule and routes are available by contacting the Transportation Department at 269-763-9368.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The District has a one stop per family rule. This means each family will designate a single address for all pick-ups and drop-offs. To request a possible exception to this rule, contact the transportation department.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses and vehicles.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway or busy road until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

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

During the trip

Each student shall:

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

Cell phones and other lighted electronic devices are extremely distracting, especially when it is dark. They are not allowed to be on during hours of darkness. If students choose to use their cell phone as a listening device, they must use earbuds. Students are prohibited from using their cell phones as a video device, face timing, taking photos of other students or viewing inappropriate material. Any violation of this policy may result in time off the bus/and or student's phone being confiscated by the driver, and will need to be picked up by a parent at the Transportation office.

Leaving the bus

Each student shall:

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

Elementary students (PreK-3) need to have an adult at the stop seen by the driver before they can get off the bus. Driver retains discretion, no exceptions.

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

GUIDELINES FOR ASSIGNING BUS STOPS

While it is the goal of Bellevue Community Schools Transportation department to transport each and every eligible student as close to their pick-up and drop-off location

as possible, it is simply not legally possible nor efficient in operations or in practice to do so.

Designated bus stops are established and evaluated each year. These stops are based upon state law (P.A. 187 - governs the safest pick up and drop-off locations), the known eligible registrations, and our attempt to limit a student's walking distance to their designated stop. These selected bus stop locations are the safest for your child. A bus might not be able to go down some roads or do/turnarounds that may not be the most convenient, but they are intended to be the safest. The transportation department is legally bound to create and establish the safest bus stops. We intentionally do so for your child's benefit.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

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

- First Offense: A written warning will be given to the student and family and the student may be assigned a specific seat for a duration.
- Second Offense: The student will lose the privilege to ride the bus for 1 to 3 days.
- Third Offense: The student will lose the privilege to ride the bus for 3 to 5 days.
- Fourth Offense: The student will lose the privilege to ride the bus for 5 to 10 days.
- Fifth Offense: The student will lose the privilege of riding the bus for the remainder of the school year.

Due to the serious nature of misconduct on a school bus because of the potential risks of harm to all passengers, the school adopts a progressive discipline approach for handling infractions. Instead of accumulating individual infractions, each infraction will move the student to the next offense level. All infractions are defined in the Student Discipline Code. After a total of five (5) infractions, a student may lose the privilege of riding the bus for the remainder of the year.

The Operations Director and Transportation Director are authorized to use their discretion in addressing offense. They may choose to escalate offenses directly level two (2) or higher, depending on the severity of the infractions.

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

Students under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:

- driver's license;
- insurance certificate;
- vehicle registration.

The student must obtain a permit from the office and display it on the vehicle for the entire school year.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the Principal.

Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the Principal.

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accidents, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes, unless approved by the Superintendent.

NOTE: Be advised that the following forms are available in the School Office as they are referenced in the Student/Parent Handbook.

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**

- **Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**
- **Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c**
- **Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**
- **Parent Notification Regarding Student Records. Form 8330F9**