



Parent/Student Handbook 2023 – 2024 School Year

Superintendent/K-12 Principal:
Richard Matrella

Dean of Students:
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Business Manager: Kassi Huotari

Dean of Students:
STAFF

Contact: Nick Heikkila

Contact: Denise Tauer

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NOTE: This Parent/Student Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines adopted by NEOLA and the school board. 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. If you have questions or would like more information about a specific issue or document, contact your school principal.

Mr. Richard Matrella, Superintendent/K-12 Principal, 906-663-4515

Mr. Nicholas Heikkila, 7-12 Dean of Students/Athletic Director, 906-667-0802

Miss Kassi Huotari, Business Manager/Transportation Supervisor, 906-667-0802

Mr. James Partanen, School Board President

Vision Statement

A.D. Johnston Junior/Senior High School, as a learning community, is dedicated to inspiring a passion for learning, responsibility, and success.

Mission Statement

Our mission is to challenge all students with educational experiences that enable them to become literate, responsible, productive citizens and to create an environment that fosters high expectations, a positive self-image, and a desire for lifelong learning.

The Bessemer Area School District, as part of a global community, will strive to provide growth in academic, social, and emotional development for every child in a caring and cooperative environment.

Core Values

- *All Students can learn*
- *All students have the right to a meaningful educational experience*
- *Each student has dignity and worth*
- *Achievement is the result of high expectations with realistic goals*
- *The entire community shares the responsibility of educating its youth*

FOREWORD

This parent/student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. 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 District policies and guidelines, the District 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 schools' rules as of July 24, 2023. If any of the policies or administrative guidelines referenced herein are revised after July 24, 2023, the language in the most current policy or administrative guideline prevails.

STUDENT RIGHTS AND RESPONSIBILITIES

In accordance with Board policy, students have the rights protected by the 1st Amendment of the U.S. Constitution, however, in school, students' rights are limited when the students' actions present a clear and present likelihood that it would cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act. 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 are expected to follow teachers' directions and obey all school rules. School disciplinary procedures are designed to ensure due process.

ELASTIC CLAUSE

The administration reserves the right to amend any part of this handbook as deemed to be in the best interest of the educational process. The building principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties as necessary.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, as well as place of residence within District boundaries or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, District Administrator (906) 663-4515.

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) business days. Under no circumstances will the District threaten to retaliate against anyone who raises or files a complaint.

OFFICE HOURS AND SCHOOL HOURS

WES and ADJ office hours are 7:30 AM to 3:30 PM during school days. Summer hours will vary; please call the office before coming to school. Students should not arrive at school before 7:15a.m. Students not involved in a supervised activity are expected to be out of the building by 3:30pm.

WES DAILY SCHEDULE

Full Day Schedule **Half-Day Schedule** Classes begin: 8 AM. K/1 Dismissal: 3:00 PM
K-6 , 2/3 Dismissal: 3:03 PM, 4-6 Dismissal: 3:05 PM. K/1 Lunch: 10:35 – 11:00, 2/3
Lunch: 11:15 – 11:40, 4-6 Lunch: 11:55-12:20. Half-Day Schedule: Dismissal: 11:17
AM. K-1 Lunch: 10:00-10:20, 2-3 Lunch: 10:25-10:45, 4-6 Lunch: 10:45-11:05.

ADJ BELL SCHEDULES

Junior High Senior High

Period 1: 7:55 – 9:02 Period 1: 7:55 – 9:02 Period 2: 9:06 – 10:03 Period 2: 9:06 – 10:03 Period 3: 10:07 – 11:00 Period 3: 10:07 – 11:00 Lunch: 11:00 – 11:25 Period 4: 11:00 – 11:57 Period 4: 11:29 – 12:22 Lunch: 11:57 – 12:22 Period 5: 12:26 – 1:19 Period 5: 12:26 – 1:19 Period 6: 1:23 – 2:16 Period 6: 1:23 – 2:16 Period 7: 2:20 – 3:13 Period 7: 2:20 – 3:13

STUDENT WELLBEING

Student safety is a responsibility of all staff. All staff members are familiar with emergency procedures, such as fire and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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.

Parents of children who have specific healthcare needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

PARENT INVOLVEMENT

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents who have the ultimate responsibility for their children's in school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts "in loco parentis," or in place of the parents.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

- Parent-Teacher conferences to permit two-way communication between home and school
- Open House/Orientation in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first-hand basis. Each school in the District shall hold an open house/orientation at least annually.
- Meetings of parents and staff members to explain and discuss matters of general interest regarding child-school, child-home, or child-school-home relationships
- Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- Special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior
- Sending children to school with proper attention to their health, personal cleanliness, and dress
- Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study
- Reading all communications from the school, signing, and returning them promptly when required
- Co-operating with the school in attending conferences set up for the exchange of information of the child's progress in school

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If 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 from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. **No student will be released from school without proper parental permission.**

Section I – General Information:

ADMINISTRATION & STAFF

NAME	ROLE	EXTENSION
Richard Matrella	Sup/K-12 Principal	401
Kassi Huotari	Business Manager & Transportation Supervisor	402
Nick Heikkila	7-12 Dean of Students/AD	201
Brittany Bennetts	Events Supervisor	214
Denise Tauer	Food Service Director	108
Jay Saari	Maintenance	107
Jeannine Simcoe	ADJ Secretary	203
Susan Raykovich	WES Secretary	103

TEACHING FACULTY**Washington Elementary School**

NAME	GRADE	EXTENSION
Isabelle Williams	Kindergarten	125
Megan Thull	Kindergarten	118
Sarah Greenough	1st Grade	114
Mary Ann Kmetz	1st Grade	130
Suzanne Toth	2nd Grade	105
Emily DiGiorgio	2nd Grade	111
Sherri Nyquist	3rd Grade	124
Angelina Jarvela	3rd Grade	121
Jill Carver	4th Grade	112
Gene Goss	5th Grade	117
Mark Mettler	6th Grade	123

Debbie Lekies	Title 1	119
Tessa Cleary	Upper Spec Ed	120
Bridgette Fabbri	Lower Spec Ed	126
Luke Penrose	Elementary PE	116
Briana Foreman	Vocal Music	127
Josh Kepich	Band	109
Rachael Hendges	Art	110
Terri Triggiano	Title 1 Aide	
Deena Zabel	At-Risk Aide	
Stephanie Lewis	At-Risk Aide	

A.D. Johnston Jr/Sr High School

NAME	ROLE	EXTENSION
Aijala, Val	Math/German	217
Oliver-Igl, Ashley	English 10-12	212
Matonich, Emily	Comp/Alg/Curr Ev	223
Foreman, Briana	Vocal Music	229
Hansen, Diana	English 7-9	213
Leslie, Rebecca	Health/PE	231
Hendges, Rachael	Art	210
Kann, Tammy	Special Education	220
Kepich, Josh	Band	209
Jonelle France	Social Studies/Curriculum	224/115
Bennetts, Brittany	Math	214
Stiffarm, Jamie	Special Education	215
Suckow, Jason	Math/Science	208
Terrell, Jennifer	Science	216
Schafer, Bethany	History	218

SUPPORT STAFF

NAME	ROLE
Jordy Chiapuzio	Bus Driver/Custodian
James Barber	Bus Driver/Custodian
Scott Niemi	Bus Driver/Custodian
Matt Igl	Bus Driver/Custodian
Frank Leskoviansky	Custodian
Garyn Partanen	Food Service
Peter Tacconelli	Food Service
Tammy Mieloszyk	Food Service

BOARD OF EDUCATION

NAME	ROLE
James Partanen	Board President
Beth Steiger	Secretary
Tara Graham	Treasurer
Erik Stanislawski	Vice President
Brady Halvorson	Trustee

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 or enrolling & paying tuition

New students that are under the age of eighteen (18) are required to enroll with their parent or legal guardian. When enrolling, the following information must be presented:

- A copy of birth certificate
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency (Driver's License or copy of utility bill)
- Proof of immunizations

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary or School Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students eighteen (18) years of age or older may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

Class Assignments (WES)

The school staff will assign each student to the appropriate classroom based on the academics and group dynamics of the class. There must be a legitimate reason for a child's room assignment to be changed. Any questions or concerns about the assignment need to be discussed with the teacher and building principal.

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from the Bessemer Area School District, a parent/guardian must notify the principal. 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 school office.

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Each student **must** have the immunizations required by law or have a Medical Contraindication waiver form completed by a licensed physician. If a student does not have the necessary shots or Medical Contraindication form, 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 building Secretary.

EMERGENCY MEDICAL AUTHORIZATION

School Board policy requires that every student must have an Emergency Medical Authorization Form completed and signed by his/her parents in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic, and other extra-curricular or co-curricular activities.

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school may 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, and F1b must be filed with the respective building secretary before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school office.
- D. Medication that is brought to the office will be properly secured. Medication must be delivered to school directly by the parent.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions. The office must be notified when students have allergy medications.

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.

- E. The office will give worthy effort to ensure medications are taken as scheduled BUT 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 himself/herself on time and for taking the prescribed medication.
- F. 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 EpiPens

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 (EpiPen) is administered only in accordance with a written medication administration plan developed by the school administration and updated annually.

Non-Prescribed/Over the Counter Medications

Parents will need to register over the counter medications with the office as well. Those medications will be kept in the school office and will be dispensed as per parent permission. A physician's documentation may/may not be required for this.

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, bed bugs, etc.

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

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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 his/her 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, HIV (Human immunodeficiency), Hepatitis B, 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.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure 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.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the school office.

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 homebound instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. ***A licensed physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instructions; present evidence of the student's inability to participate in an on-campus educational program.***

STUDENT RECORDS

Student records are kept in the school office. There are two (2) basic kinds of records – directory information and confidential records.

Directory information can be given to any person or organization for nonprofit purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal within 30 days after receipt of the District's public notice. Directory information includes:

- A student's name
- Address and telephone number only for inclusion in school or PTO directories
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of attendance & Graduation
- Awards received, Scholarships, Honor rolls

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions.

Included in the confidential records may be:

- Test scores
- Psychological reports
- Behavioral data & disciplinary actions
- All communication with the family and outside service providers

Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the

originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the Superintendent, in writing, stating the records desired. The records will be collected and an appointment will be made within ten (10) days from the request with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES, AND CHARGES

A.D. Johnston Junior/Senior High School charges specific fees for certain non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

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.

Late fines can be avoided when students return borrowed materials promptly; their use may be needed by others. Failure to pay fines, fees, or charges will result in the withholding of grades and credits.

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 fund-raisers:

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the group's advisor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Any fundraisers that require students 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 over-extending himself/herself to the point of potential harm.
- Fundraising for groups or activities not related to School or School District are prohibited during school hours

STUDENT VALUABLES AND ITEMS FROM HOME

Students are encouraged not to bring items of value to school. Items such as cash, jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for

loss or damage to personal valuables. **ADJ students are strongly encouraged to use locks on their lockers.** If a student places a lock on a locker, the student must provide the lock's combination or key to the office. This will prevent locks from being cut off in the event of a locker search or lost key or forgotten combination.

A Special Note for WES Families

Toys and other items from home are not allowed in school as these items greatly distract students from their academics and can also be stolen or damaged by others. The school is not responsible for those items and will confiscate them until they are picked up by a parent/guardian. Students may, however, bring toys in for "Show and Tell" but must refrain from playing with them during the day.

No child will be allowed to give out **invitations** for events, such as birthday parties, unless ALL students in that class are invited, or if all students of the same gender in the class are invited. This is done to prevent hard feelings which disrupt the educational process. Further, the school will not give out information such as addresses or phone numbers of classmates.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches and breakfast available to students for free. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

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 s/he is eligible, contact the school office or go to http://www.michigan.gov/mde/0,4615,7-140-43092_50144-194552--_00.html

THERE WILL BE NO MONEY ACCEPTED AT THE REGISTER DURING LUNCH. ALL MONEY MAY BE DEPOSITED WITH THE OFFICE OR DIRECTLY ONLINE TO PURCHASE ITEMS FOR LUNCH. PLEASE CONTACT THE FOOD SERVICE DIRECTOR (906-663-4515 X 108) WITH ANY QUESTIONS.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

FIRE, LOCKDOWN, AND TORNADO DRILLS

One of the safest places for your child to be is in school. Even though major incidents at schools are rare, it is important that schools and District staff plan, prepare, and be vigilant. Each of our schools conduct regular emergency preparedness drills with students and staff

to assure that everyone is ready and prepared, should an incident occur.

In accordance with House Bill 4713: *“All schools in Michigan are required to perform emergency preparedness drills and exercises throughout the year to test their emergency readiness.”*

Washington Elementary and A.D. Johnston have scheduled a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lockdown drills for this school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed (or the opening delayed because of inclement weather or other conditions), after 6 AM, the Superintendent will notify the following radio and television stations.

- Radio Stations: WUPM, WIMI, and WJMS
- TV Stations: KBJR, WDIO, & WLUC TV6

We also use our automated calling system; an up-to-date telephone number is needed to receive automated calls. Our automated calling system is “School Messenger.” There are also text message options. If you choose the text message option, you will need to contact the school office. Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The BASD 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 the school officials or from the presence of asbestos materials used in previous construction. A copy of the district’s *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Superintendent’s office upon request.

VISITORS

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. Each visitor will be issued a visitor’s badge to wear during their visit to the building.

Students may not bring visitors to school for the entire day. Students may request that a visitor be present during their assigned lunch period. Visitors must either be a parent or another student attending a secondary school. All visitors must have prior approval from the principal.

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 building administrator 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

A lost and found area is located near the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. 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 building administrator/superintendent. Violation of this may lead to disciplinary action.

USE OF SCHOOL TELEPHONES AND CELL PHONES

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 phone call.

Use of cell phones, pagers, or electronic communication devices in the classroom is at teacher discretion. Students who are found to be using any form of unauthorized electronic equipment may have the device confiscated. The device will be brought to the office to be picked up after school. Repeat offense will result in consequences.

ADJ students ONLY may use cell phones at the following times during the school day: **In the morning before 1st bell, at lunch, and during passing times.** Otherwise, cell phones should be locked in the student's locker. Class hours 1-7 are for education, not social media. The School is not responsible for stolen or damaged cell phones or electronic devices.

ADVERTISING NON-RELATED SCHOOL ACTIVITIES

No announcements or posting of unrelated school activities will be permitted without the approval of the Principal or Superintendent.

The school has daily announcements which may be used for posting notices (after receiving permission from administration). All approved postings may be placed within the school buildings.

Section II – Academics:

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 his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Adult students (age eighteen [18] or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

HIGH SCHOOL COURSE OFFERINGS

Four (4) years of Math (including Alg. I, Geometry, Alg. II, and a senior year math class) and three (3) years of Science (including *FPS, Biology, and Chemistry or Physics) are required for graduation.

High school offerings may change due to low enrollment or teaching staff qualification

* = Required Class

<u>Language Arts (4 years required)</u> <ul style="list-style-type: none"> ● English 9* ● English 10* ● English 11* ● English 12* 	<u>Social Studies (4 years required)</u> <ul style="list-style-type: none"> ● Civics/Economics* ● American History* ● World History* ● Senior Government* ● Cultural Geography ● World Studies ● Current Events
<u>Mathematics (4 years required)</u> <ul style="list-style-type: none"> ● Algebra I* ● Geometry* ● Algebra II A*/Algebra IIB* or Algebra II* ● Advanced Math ● Personal Finance ● Accounting I 	<u>Science (3 years required)</u> <ul style="list-style-type: none"> ● Physical Science* ● Biology* ● Advanced Biology* ● Chemistry* or Physics* ● Chemistry II ● Earth & Space ● Sky & Sea
<u>Foreign Language</u> <ul style="list-style-type: none"> ● Spanish I ● Spanish II ● Spanish III (by approval only) ● German I ● German II ● German III (by approval only) 	<u>Fine Arts (1 year required)</u> <ul style="list-style-type: none"> ● Band ● Choir ● Art
<u>Other</u> <ul style="list-style-type: none"> ● Dual Enrollment @ GCC (if qualified) ● ROTC @ Ironwood ● Any Online/Virtual Courses (as approved) 	<u>Physical Education (1 year required)</u> <ul style="list-style-type: none"> ● Physical Education/Health* ● Advanced PE ● BFS ● Team Sports

<p><u>Career/Technical Ed. Courses</u> <u>(offered through the GOISD)</u></p> <ul style="list-style-type: none"> ● CNA ● Graphic Arts ● Computer Repair ● Automotive ● Construction Trades ● Accounting ● CADD ● Welding ● Management Support ● Computer Programming/Web Design ● Health Careers 	<p><u>Electives</u></p> <ul style="list-style-type: none"> ● Peer-to-Peer Program (Links Program) ● Yearbook (as and Ind. Study) ● All Online/Virtual classes ● LTCS (Less Than Class Size/Career Contracting) ● Drama ● Team Sports ● Various Odysseyware (online) courses
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JUNIOR HIGH COURSE OFFERINGS

- English 7/8
- Math 7/8
- Social Studies 7/8
- Science 7/8
- JH Band/Choir
- Physical Education*
- Art*
- Computers

**Indicates exploratory classes*

GRADING PERIODS

Students shall receive a report card at the end of each grading 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, receiving less than 65% as a grade, notification will be provided to all parents of such students. Parents and students can then talk to the teacher about what actions can be taken to improve poor grades.

GRADES

Washington Elementary and A.D. Johnston Junior/Senior High School have standard grading procedures, 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 his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading scale:

93 to 100 = A 83 to 86 = B 73 to 76 = C 63 to 66 = D 90 to 92 = A- 80 to 82 = B- 70 to 72 = C- 60 to 62 = D 87 to 89 = B+ 77 to 79 = C+ 67 to 69 = D+ 59 and below = F

GPA CALCULATIONS

A = 4.0 B- = 2.667 D+ = 1.333 A- = 3.667 C+ = 2.333 D = 1.0 B+ = 3.333 C = 2.0 D- = 0.667 B = 3.0 C- = 1.667 F = 0.0

GRADE POINT AVERAGES AND RANK IN CLASS GUIDELINES

- Grade point averages will be computed for use as one element of the college application process.
- In computing grade point averages, all courses that are applicable toward graduation will be included. Only courses with traditional marks (A, B, C, D, or F) will be included.
- In computing rank in class, ALL students at a given grade level will be included. For graduation honors, **first semester grade point averages** will be used to determine rank in class of seniors.
- For college admission purposes, cumulative grade point averages and rank in class will be computed and verified at the end of the twelfth grade.
- Transcript recipients, students, and parents will be informed of the methods used to compute grade point averages, if needed.
- Grade point average or rank in class information will be released only (a) to appropriate school personnel, (b) at the request or consent of parent or student, and (c) in response to formal legal processes, (d) for those colleges and universities that require it as a part of their admission process.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a 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 (0.5) with an earned grade of C would be .5 (credit value) x 2 (grade point value) = 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 G.P.A. This can be done by grading period, semester, year, or for a series of school years.

DUAL ENROLLMENT

Students in grades 11 or 12, who are enrolled in at least 3 high school courses, and who have achieved the minimum scores needed on either the COLLEGE ASSESSMENT TEST or PSAT may participate in postsecondary courses. If a student hasn't achieved minimum scores in all areas,

the student is still eligible to take courses limited only to the areas in which he or she has received minimum scores. Both Grade 11 and Grade 12 students are also eligible to take courses within subjects for which there are no endorsements, such as philosophy, anthropology, psychology, sociology, computer science, and/or foreign language, and courses not offered by A.D. Johnston High School, as long as either test has been taken. A course which qualifies for tuition support must be a course that is not offered by the school district; an academic course as opposed to an “activity course”; a course that is not a hobby, craft, or recreational course; a course that is not in the areas of physical education, theology, divinity, or religious education; and a course that the postsecondary institution normally applies toward satisfaction of degree requirements.

Prior to registering for dual-enrollment, students must apply to, and be accepted by, Gogebic Community College as a high school student. Students must see the School Counselor for additional instructions. It is highly recommended that students have a minimum GPA of 3.0. In addition, students must have taken either the PSAT, ACT, or the COLLEGE ASSESSMENT TEST, (subject to change due to the new Michigan M-STEP Examination). The school district will pay tuition or a portion of the tuition for postsecondary options as determined by the state aid formula. **Students/Parents will have to reimburse the school district if the course is dropped or if a grade of D+ or lower is earned for the course.**

It is the student’s/parent’s responsibility to provide transportation to and from GCC and to purchase necessary materials for the course.

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 and without having an Emergency Medical Form on file. **Per District policy, students are NOT allowed to drive students to or from field trips or school activities.**

Attendance rules and all school policies apply to all field trips, athletic, extra-, and co-curricular trips.

RECOGNITION OF STUDENT ACHIEVEMENT

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 initiated and coordinated by the school staff.

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 state determined assessments and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parent/guardian must sign an agreement which defines the conditions under which the student may participate. These forms are given to the students on the first day of school. 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 up to and including suspension from school and/or referral to law enforcement authorities.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENTS

In June 2014, the Michigan Legislature required the Michigan Department of Education (MDE) to develop a new test for spring 2015; our new assessment system is called the Michigan Student Test of Educational Progress, or M-STEP.

The M-STEP will include our summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. It also includes the Michigan Merit Examination in 11th grade, which consists of a college entrance exam, work skills assessment, and M-STEP summative assessments in English language arts, mathematics, science, and social studies. Testing dates begin in mid-April and go through the month of May.

This means all 11th graders will take this state assessment in the spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or 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.

Links to SAT assessment preparatory are available on our website through the Khan Academy. All ADJ students will have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT. Taken usually during the freshman or sophomore year, the test includes four sections: thirty minute English; a forty minute math; a twenty minute reading; and a twenty five minute scientific reasoning section. The entire test takes approximately one hour and fifty-five minutes. Students interested in taking the PSAT should contact our School Counselor in the fall.

Parents and students should watch our webpage and school newsletters and the local press for announced testing dates and times.

All Juniors are **required** to take the Michigan M-STEP assessment in its entirety. Failure to do so will result in those students not completing the Bessemer Area School District's graduation requirements. MDE determines the SAT and WorkKeys testing dates.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four 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 exempt from certain graduation requirements. Exemptions are made by the I.E.P.C. Team. The student may still need to earn the required credits indicated by the I.E.P.

Specific course requirements are:

English 4 credits Science 3 credits** Phys. Ed. ½ credit Social Studies 4 credits Health ½ credit Electives 7 credits Mathematics 4 credits Total 23 credits

** To be earned by the end of the 11th grade

PARTICIPATION IN COMMENCEMENT CEREMONY

Students who do not meet ALL graduation requirements prior to 3:30pm the Friday before the date of commencement will not be allowed to participate in the high school commencement ceremony.

PROMOTION, PLACEMENT, AND RETENTION

Washington Elementary School

School staff may recommend retention for students that have struggled as a result of absenteeism, behavior/maturity, and/or academic performance. Additionally, the State of Michigan has a Read by Grade Three Law that states that any third grader who does not meet the minimum standards on the M-STEP Test will be retained in third grade.

Junior High School

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement (including M-STEP scores & course grades)
2. Potential for success at the next level
3. Social, emotional, and/or physical maturity.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework and earning the necessary credits. 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 (I.E.P.). It is the student's responsibility to keep in contact with his/her principal and teachers to ensure that all requirements are being met. All high school students, including seniors, are required to have six (6) periods of instructional time per day.

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

Freshman 0 to 6 credits

Sophomore 7 credits to 13 credits

Junior 14 credits to 18 credits

Senior 19 or more credits

REPORT CARDS

Each student will receive a report card at the end of a grading period. Report cards will be handed to students for the first three grading periods of the school year. The fourth quarter report card will be mailed. All grades are available online through PowerSchool. If a parent does not have access to a computer to check your student's grades, please call the appropriate building secretary.

HONOR ROLL

Honor Roll is determined after each semester. A student must earn a straight "B" 3.00, (or better) average in order to achieve recognition on the honor roll. No "INC," "D," or "F" grades may be received in that grading period for this recognition.

SEMESTER EXAMS

At the commencement of each semester (18 weeks) each student in grades 7-12 will be required to take semester exams. An exam schedule will be available to students a week before to aid in their preparation for exams. Semester exams will be applied to the students' overall semester grade.

Students will not be penalized for absences/tardies due to a field trip, late buses, testing, or extra-curricular activities. There are forms in the Office to complete to utilize this incentive.

SCHEDULING AND ASSIGNMENT

Students may not drop classes without permission from the Principal's Office and teacher involvement. To obtain permission, students must have their parent contact the principal giving a valid reason for requesting a change. The official "Add/Drop" period is in the first week of each semester or five (5) class days after the start of the course.

When there is a scheduling conflict, parent approval is not required to change a student's schedule.

Students who drop classes must maintain full-time student status. Students requesting to drop or add a class after the official "Add/Drop" period must acquire an add/drop form from the main office. The student must contact all teachers involved, receive their approval, and obtain the principal's approval. The completed form is then returned to the main office. A replacement class must be found and approved before the first class is dropped.

Students are encouraged to carefully select their classes based upon prerequisites, graduation requirements, and areas of interest. Because of possible course reductions or lack of availability, students may be assigned classes based on their selected alternates. In order to assist in reducing the number of requested "want" changes, schedule changes will be accommodated only if they meet one of the following reasons:

- Incomplete schedules
- Inappropriate academic placement

- Improper grade level placement
- Vocational/technical program adjustment
- Approval of Independent Study

If a student is failing a class and requests a change after the official “Add/Drop” period, a grade of “F” will be entered unless administrative approval is given.

TESTING OUT

Under the provisions of Public Act 335 Section 1279B of the State Code, the opportunity is now available for a student currently enrolled in a high school to "test out" of any high school course being taught at his or her high school. Exceptions to this are mandated courses such as Government and Physical Education, Band and Choir/Chorus (because they are group-activity based), classes already taken for a grade and/or credit, and a course in which the student is currently enrolled.

Students must exhibit mastery of the subject matter by attaining a grade of not less than a C+ on a final exam. The student may also be required to demonstrate mastery through the basic assessment used in the course, which could consist of a portfolio, performance, oral presentation, paper, or project.

Semester credit earned will be recorded on the student's transcript as “CR” for credit earned and will not count in the computation of the grade point average. Once credit is earned by "testing out" a student may not receive credit, by any means, for a lower-level course in that course sequence.

Keep in mind that our teachers feel that the classroom experience is invaluable and that this step should not be taken lightly. Therefore, we advise each student (and parent) to discuss testing with the teacher of the class you wish to "test out." The teacher will be able to give you a much more accurate picture of what to expect. Also, remember that once a test for a subject is successfully completed, the student cannot go back to a lower-level class in that department.

Any student interested in attempting to "test out" of a course must provide to the principal a written request to "test out" of a course by **October 1 for a second semester course of the current year and by March 1 for a first semester course for the next year.** Information such as the course description, syllabus, and testing requirements for the course can then be obtained from the class instructor. Testing will be done during the make-up times of the semester exams preceding the semester for which the student is testing.

STUDENT STATUS

A full-time student is one who is scheduled and attends seven (7) class periods a day. We realize there will be some students who will not be in the building for all of these periods. The following exceptions may be granted by the principal:

- Work/Study Program
- LTCS (Career Contracting)
- Alternative Education Program

- Vocational Ed.
- Reasons of health (with proper documentation)
- Married students
- Students attending college classes in conjunction with A.D. Johnston High School approved by the principal in advance.

All students must carry at least seven (7) classes per quarter or their status as a student will be reviewed by administration. Any exception to this would require approval of the principal.

LESS THAN CLASS SIZE/CAREER CONTRACTING CLASSES

Any student who elects to participate in Less Than Class Size classes will be graded on a Pass/Fail basis only. The credit earned from these classes will count towards graduation, but the grade will not be factored into the student's GPA.

ONLINE/BLENDED LEARNING CLASSES

To provide an expanded curriculum, the Bessemer Area School District has contracted with "Odysseyware Smarter Online Learning" to include online courses as part of our curriculum.

Online learning means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teacher monitor are separated by time or location, or both, and in which the teacher monitor is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing interventions strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

Blended learning is a hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through the internet-connected learning environments with some degree of student control over time, location, and pace of instruction

Courses not currently offered at ADJ will be available for students to take online during the school year. Students considering registering for these classes should meet with faculty and the principal during the annual scheduling process for the following year. The course may be scheduled as one period of the student's school day or used as an enrichment course. Students will be assigned a staff member who will monitor all tests, quizzes, and progress. We recommend the student use their own computers for their online course, but if or when necessary, we will make a computer available during the school day for students to complete the course. Computer skills and self-discipline are a must for any online course. Credit will be awarded based on the percentage earned in the course and a letter grade will be assigned per the recommended grading scale from the online provider. The grade will factor into the student's G.P.A. Students are only eligible to enroll in two online courses during a year. Consent from a parent must be obtained for students under the age of

eighteen. **If a student fails or does not complete an online course, they may be subject to pay any fee(s) associated with the cost and delivery of such course.** *School Administration reserves the right to deny enrollment or credit in an online course as determined by the District policy 2370.01*

Credit Recovery Classes

During the course of a student's academic career, it may be necessary for students who fall behind in their academic progress to pursue non-conventional ways to earn back credit. Online classes provide a means to accomplish this task. Although online classes are highly accessible, they require diligence on the part of the student. All above requirements apply to credit recovery through online courses.

SPECIAL EDUCATION

The Bessemer Area School District provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, or to request a "Parent Rights and Responsibilities" booklet, a parent should contact the special education department at the GOISD office.

Section III – Student Activities:

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Bessemer Area School District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the District's policy that only authorized groups are those approved by the Board of Education and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NATIONAL HONOR SOCIETY

A.D. Johnston High School sponsors a Chapter of the National Honor Society. Sophomore, Junior, and Senior students with a cumulative grade point average of 3.5 or higher are eligible to apply for membership. Eligible students that apply for membership are evaluated by the A.D. Johnston faculty; the faculty selection committee of the Bessemer High School Chapter of the National Honor Society selects the new members.

Membership is based upon excellence in four areas: Scholarship, Leadership, Character, and Service. The National Honor Society strives to recognize the total student—one who excels in all four areas. An induction ceremony is held in May each year.

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 application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, 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 non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Non-district-sponsored organizations may **NOT** use the name of the school or school mascot.

Activities not sponsored by the school, such as basketball or Scouts, may use the school for the activity. A building usage form must be filled in with a signature from the appropriate school official. School rules will still apply regarding behavior and equal opportunity to participate. The coordinator or coach of the activity will ensure proper supervision of all members before, during, and after the activity. Parents are required to transport their child to and from the activity.

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 s/he must maintain a job in addition to going to school, s/he must first make contact with the school office to discuss any legal requirements and obtain work permits.

ATHLETICS

A.D. Johnston Junior/Senior High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director at (906) 667-0413.

- Cheerleading (JH, JV, V)
- Football Co-Op (JH, JV, V)
- Track (JH, SH [Co-Ed])
- Basketball (JH, JV, V [Girls & Boys])
- Soccer Co-Op
- Cross-Country Co-Op (Co-Ed)
- Alpine Skiing Co-Op
- Volleyball (JH, JV, V)
- Baseball Co-Op
- Softball Co-Op

DRIVER'S EDUCATION

Driver's Education is offered each year through the Bessemer Area Schools on a pay to participate basis. The fee for the class is only for entrance into the course. There is a separate fee for a textbook and workbook.

In order for a student to participate in Driver's Education, they must have and maintain a minimum of a 1.7 GPA and cannot have failed two (2) or more classes in the previous grading period. Full payment of class cost must be submitted prior to the third session of class.

Section IV – Attendance:

The Bessemer Area School District follow the policies set forth by the state compulsory attendance laws. The Michigan Department of Education Compulsory School Attendance Policies and Grades may be viewed in its entirety at:

http://www.michigan.gov/documents/mde/compulsory_attendance_257944_7.pdf

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

ATTENDANCE POLICY GENERAL GUIDELINES

Because we believe that regular school attendance is an asset to the learning process, the following attendance guidelines and procedures have been established.

1. Students are required to attend all of their scheduled classes.
2. **ADJ students** will be allowed four **(4)** excused absences in each class period during a quarter. Parents may be notified by letter on the student's fourth (4th) and fifth (5th) absences.
3. **ADJ students** who accumulate more than a total of eight **(8)** absences per semester (absolute maximum of excused or a combination of excused/unexcused) will lose credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of documentation from the licensed doctor in charge, will be considered. Medical excuses must be turned in within one week of the date(s) of the absence(s). This documentation must contain a diagnosis of the illness and the specific dates that the student could not be in school. Details may be obtained from the building Principal.

These types of absences (A-D, below) do not count as either excused or unexcused absences in determining whether a student will lose credit in a class for excessive absenteeism; the principal will make these determinations on students' credit:

- A. Suspensions imposed by a school administrator
- B. School-related absences
- C. Absences due to a death in the immediate family
- D. Illnesses documented by physician

ADJ students must maintain seven (7) classes to remain in school or they may be dropped for the quarter. Any students with less than seven (7) classes must have their status reviewed by the principal. Students will lose credit for any classes dropped due to attendance.

4. Whenever an assembly is scheduled, students must report to class for attendance either before the assembly or after the assembly is completed.

5. An absence will be excused when the absence occurs due to illness or death in the family. An absence for reasons of importance other than those mentioned above should be discussed with and approved by office personnel before the absence occurs.

6. Dental and medical appointments should be scheduled outside the school day. If such arrangements are not possible, students must obtain a slip from the dentist or doctor verifying their appointment in order to be excused. The slip can be delivered either before or immediately following the appointment. Personal business, such as hair salon visits, must be scheduled outside of school hours.

7. Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage.

8. If, at any time during the day, a **High School student** finds it is necessary to leave the building, the student must obtain permission from office personnel and a parent or guardian and enter his or her name and destination on a sign-out sheet. Leaving school property without authorization may result in a one-day suspension from school. **Students are not to leave school during or between classes.**

9. Students will not be released from school to take or transport other students to or from school—no exceptions, per district policy.

GENERAL ABSENCE PROCEDURES

1. A parent or legal guardian must call the high school office attendance line (667-0413, Option 1) for students in grades 7-12, OR the elementary attendance line (663-4515, Option 1) for students in grades K-6, on the day or days an absence occurs. All calls must be made within 24-hours of the absence.

If the student does not submit a note from his/her parent/guardian, or the school does not receive a phone call excusing an absence within 24 hours of the absence, his/her absence

may be considered unexcused, and he/she may receive a zero in each of his/her classes for the day he/she was absent.

2. If a parent or guardian is unable to call due to hours of employment, a note must be provided on the day the student returns to school. In addition, a parent may call and leave a message with the building secretary.
3. Students should ask their teachers about their attendance status if they are concerned. Since all attendance is electronically entered into the PowerSchool Student Information System, PowerSchool (the electronic attendance) is the official record for attendance.
4. A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.
5. Absences resulting from long-term illness will be evaluated on an individual basis.
6. If a Jr/Sr High School student is removed from more than one class, he/she shall be dropped from the school rolls for the balance of the quarter.
7. In the case of excessive absences or tardiness (truancy), the school will contact the Juvenile Court to aid in getting the student into regular attendance. There will be a 1st, 2nd, and Final Letter sent to students who are "truant." In the event the Final Letter is ignored, a meeting will be set up with the Principal, Parent/Guardian, and Student. At this time, "Make-up" time will be discussed, and an Attendance Contract signed. If excessive absence still occurs, Juvenile Justice and the Juvenile Court of Gogebic County will be notified.
8. Unexcused absences will be considered as truancy and students will receive a letter grade of "F" for the affected hours and will not be allowed to make up any work done in the affected classes.
9. Prior to any anticipated absence of more than three (3) days in succession, students will need to complete an extended absence form. These may be accessed in the main office or online.

A. Excused Absences

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

- Personal illness but not illness in the family, unless the circumstances are approved by the principal
- Death in the immediate family
- Bona-fide religious holiday
- Medical appointments that cannot be scheduled at non-school times
- Absences approved by the principal

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. 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. When no excuse is provided, the absence will be unexcused, and the student will be considered truant; truancy rules will apply.

B. Suspension from School

Students serving an in-school suspension will be responsible for making up schoolwork lost due to suspension. The student will be required to complete the class work they are missing during their suspension while serving an in-school suspension. Full credit will be given for work completed. Labs, field trips, or other work missed that is not possible to make up will receive no credit.

Absences from school for an out-of-school suspension shall be considered an authorized absence, neither excused nor unexcused. Students serving an out of school suspension are encouraged to complete missed assignments while on suspension. Assignments will be made available upon student/parent request. Students serving their first out of school suspension for the year will receive credit for work completed up to a maximum of 70% credit. No credit will be given for work during subsequent suspensions. Students serving out of school suspensions are not allowed to attend school events or participate in extracurricular activities during their suspension time.

C. Unexcused Absences/Truancy

Unexcused absence from school (truancy) is not acceptable. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to truancy laws of the State. Unexcused absences may result in loss of credit, detention, ISS, grade reductions, and/or expulsion.

No credit shall be given for any schoolwork not completed as a result of truancy. If a student is truant for more than five (5) consecutive or seven (7) total days of during a quarter s/he will be considered a "habitual" truant and will be reported to the proper authorities. A meeting with the student, his/her parents, involved educators, the School Counselor, and/or building Principal will be held to determine appropriate action. The following may result if a student is considered "habitually truant":

- Assignment to an alternative placement with loss of participation in school activities and events
- A hearing before a judge in a court of law; fines; student removal from household, etc.
- A report to the Department of Health and Human Services concerning lack of parental responsibility in providing proper care and supervision of a child

Eight (8) absences in a class per semester will result in no credit "NC" received for that class, unless a worthy effort is made by the student to make up time for absences.

D. School-Related Absences

School-related absences are defined as field trips, student council meetings, school counseling

sessions, class meetings, National Honor Society meetings, religious holidays, college visitations, athletic events, and other school functions. If there is a class or student council meeting, the advisors will have the students sign in, and a list will be sent to the teachers the next day requesting that the absences be coded as “school-related.” College visits will not be granted in conjunction with scheduled school vacation breaks.

ADVANCED EXCUSES

Parent(s) or guardian(s) requesting the student to be excused for an extended period of time must make the request by phone or in person at least two (2) days in advance. The following reasons may cause the request to be denied:

1. If, in the judgment of the administration or the teacher, the length of the absence will seriously jeopardize the student’s grade.
2. Poor attendance record.

If the student decides to leave after the request has been denied, all classes missed will be considered as unexcused and follow the unexcused policy. No advanced excuse will be approved during scheduled term exams. Hunting, church, etc. type absences will be reviewed on an individual basis.

Physical Education Excuses

No students shall be excused from their Physical Education class unless he/she presents one of the following:

1. Doctor’s Excuse, including length of time for which student is excused
2. Parent Excuse (valid only for a brief time in cases where a doctor’s excuse cannot be obtained)

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excused absent from school, or who are serving an in-school suspension, shall be given the opportunity to make-up work that has been missed. The student should contact the main office and/or their teacher(s) as soon as possible to obtain assignments. Students with unexcused absences will be required to make up the work, but no grade will be given.

Students will be given the number of days of excused absence within which to make-up work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

If a student misses a teacher’s test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a standardized test, the student should consult with the Building Principal/Testing Coordinator to arrange for taking the test.

Remember: It is the student’s responsibility to see each of their teachers for what work they

missed while they were gone.

ATTENDANCE DISCIPLINARY ACTIONS

- Absences that are **exempt** (suspension & school-related) will not result in a penalty ● Absences that are **unexcused** will result in an immediate loss of credit for the coursework missed during the student's absence, and an immediate one-third reduction in the student's marking period grade
 - **For example: Three (3) unexcused absences in English 11 would result in a grade reduction of a C to D**
- Absences that are **excused** will not result in a penalty if the coursework is successfully made up as prescribed by the teacher, and the number of excused absences is not excessive
- **Excessive excused absences** are defined as those beyond the fourth absence in each marking period. After the fourth, each additional excused absence will result in a one third grade reduction
 - 0 – 4: No grade reduction
 - 5: One-third grade reduction (i.e., A to A-)
 - 6: Two-thirds grade reduction (i.e., A to B+)
 - 7: Full grade reduction (i.e., A to B)
 - And so on, in one-third increments.
- **Parents and students** will be alerted by the teacher/main office when a student's accumulated absence total is in danger of exceeding the four-day "quarter" limit. ● Extended illness or other extenuating circumstances will be dealt with on an individual basis by the Principal.

TARDY POLICY

All students are expected to be in their scheduled classes on time. A tardy is when the student is not present in the room when the second bell rings to start class. Students have two tardies per quarter before any disciplinary action is taken. **Every two tardies equals one (1) unexcused absence.**

- If a student is late for class less than ten (10) minutes, the teacher will record the student as tardy.
- If a student is more than ten (10) minutes late for class, the teacher will record the student as absent.
- Students tardy for class will report to the office for 1st period only, all other periods students will report to their class, and it will be recorded by the teacher following (1) & (2) above
- Students start with a clean tardy slate at the beginning of each quarter.

TARDY DISCIPLINE

- A. First two (2) offenses will be handled by the teacher with a warning issued for each of the first two tardies.
- B. Third offense will result in a detention assigned by the teacher and reported

to administration by referral.

C. The fourth tardy will result in an assignment of two detentions assigned by the teacher and reported to administration by referral. As well as count as one (1) unexcused absence. D. The fifth and additional offenses can result in suspension. In addition, once a student reaches his/her 5th tardy in a class, a 1/3 grade reduction will be issued.

Section V – Student Conduct:

CODE OF CONDUCT

A major component of the educational program of the Bessemer Area School District 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
- Respect the civil rights of others and 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
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and the school.

COMMON SET OF BEHAVIOR EXPECTATIONS

The following is a list of guidelines intended for all students in all classrooms:

- Pop and food will **not** be permitted in classrooms or hallways.
- Students will be on time for all classes.
- The wearing of coats and caps or hats will not be permitted in the building during school hours.
- The use of profanity will not be tolerated. Students who use profanity will be issued a detention.
- Students should have a hall pass from their teacher in order to be out in the hallway during class time unless the entire class is in transition to another site.
- Use of the office phone by students will be restricted to passing time between classes.
- The wearing of distracting, indecent, or wholly inappropriate clothing for the classroom is not acceptable. Students violating this directive will be sent home to change clothing.
- Music in the classroom will be at the discretion of the teacher.
- Students must sign out at the office when they leave school grounds.
- Respect for others in the building must be adhered to at all times. Students who do not show respect for others will be dealt with in a very serious manner.
- Students who are in in-school suspension will be expected to do their class work during this

time. Students who are suspended out of school will not be given the opportunity to make up any work unless a request is submitted to the principal by a parent/guardian. Any cost involved in providing this material must be paid for by the parent of the suspended student. Unexcused absences will result in zeros being given in all affected classes

- Morning announcements will be read by office personnel through the phone system each day.
- Students who are absent from school should have a parent/guardian excuse that absence within 24 hours or it will remain unexcused.
- Teachers will also have some individual procedures in their classrooms that will need to be followed as well.

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 his/her 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, s/he and his/her parents will be notified within five (5) school days of the reason for and the length of the suspension. The suspension may be appealed, within five (5) 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 shall not be allowed to remain

in school.

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.

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 expulsion
- a brief description of the hearing procedure
- a statement that the student may bring parents, guardians, and counsel
- 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

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 School Board during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten (10) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the School Board. The appeal will also be formal in nature with sworn testimony before an 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.

The Bessemer Area School District 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 in-school disciplinary action, they should contact the appropriate building Principal.

IN-HOUSE SUSPENSION (In-School Suspension)

An in-house suspension is a more serious step than detention. The rules of in-house suspension will be given to the student to read prior to the suspension. The rules will be explained to the students who will then sign and date a copy. They will also be given a copy to keep. A student may be placed on in-house suspension for individual hours or the entire day. The student is expected to bring work and to work the entire time there.

In-house students are expected to be on their best behavior. If there are any violations of the rules, it will result in a three (3) day suspension. In-house is normally used when suspension is necessary, and staff feel this is a more productive and structured way to suspend. At no time will an in-house suspended student be allowed in the hallways during passing times.

HOME SUSPENSION (Out-of-School Suspension)

Short-term suspension (ten [10] days or less); students may not be permitted to attend school for a determined length of time. This is used as a more serious form of discipline. Students suspended for three (3) days or more may have a parental conference with the principal before they will be permitted to return to school. Students suspended for three (3) days or more may receive homework upon submitting a written request to the principal. The material will be provided at a cost to the parent.

Long-term suspension (eleven [11] days or more—usually a term); this form of discipline is very serious and requires school board action to impose it. This will be used only in serious incidents and cases of persistent misconduct. The students will not be able to get credit for any of the work missed during this suspension period. If the suspension is for the term, they will receive a failing grade in their classes.

EXPULSION

Expulsion is the final step in disciplinary procedures and requires action by the Board of Education. At this point students would be removed permanently from attending the Bessemer Area School District. This will be used in very serious incidents or in the case of persistent gross misconduct by students.

FORMAL DISCIPLINE

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 extra-curricular activities may not be appealed.

When a student is being considered for long-term suspension or expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent 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 extra-curricular 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, s/he 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).

SEARCH AND SEIZURE

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to

return items which have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access will be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The Bessemer Area School District 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:

- Material cannot be displayed if it:
 - Is obscene to minors, libelous, indecent, or vulgar
 - Advertises any product or service not permitted to minors by law
 - Intends to be insulting or harassing
 - Intends to incite fighting or presents a likelihood of disrupting school or a school event
- 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 materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

STUDENT DRESS

The Bessemer Area School District Board of Education considers the matter of individual student dress to be a responsibility of the parents of students attending schools within the district. However, it should be clear to all students and parents that any student dressing in such a way as to be a disturbing influence upon the normal operation of the school or dressing in a manner that creates a safety or health hazard for themselves, other students, or any school employee, will not be admitted to class and may be subject to suspension from school.

The following dress code guidelines have been established:

1. Students should strive for reasonable cleanliness of person so as not to be offensive to any other person.
2. Clothing, hygiene, and grooming considered distracting, indecent, or deemed inappropriate for the classroom will not be allowed. This would include, but not be limited to, cutoffs, beach wear, tank tops, short clothing, short shorts, pants worn below the waistline, clothing full of holes, or clothing which exposes a bare midriff, excessive skin, cleavage, or buttocks. No clothing will be worn which promotes or references alcohol, drugs, tobacco; contains sexual references or innuendos, illegal acts, gang affiliation; or is controversial. Coats are not to be worn in the classroom. Hats or headgear of any kind may not be worn inside the school building by students. Shoes (not slippers) must be worn. Body piercings, jewelry, or markings that are deemed inappropriate or distracting will not be permitted.

Specific health and safety standards may be required in the following departments:
Science Education, Physical Education, Life Skills, and Band/Choir.

3. The administration reserves the right to determine what is inappropriate or a disruption to the classroom atmosphere.

If any student is inappropriately dressed, he/she will be required to immediately cover/change clothing. If this is not possible the parent/guardian will be contacted to bring appropriate clothing and the office may provide alternative clothing.

Students who are representing the Bessemer Area School District at an official function or public event as part of a group or club may be required to follow specific dress requirements as determined by the club advisor, teacher, or coach and approved by the administration.

CONCERNS, SUGGESTIONS, AND GRIEVANCES

The Bessemer Area School District 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, s/he should feel free to offer them. Written suggestions may be presented directly to the student council, teams, cheerleaders, bands, and other such groups.

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. As with suggestions, concerns and grievances may be directed to the Principal or to the student council, teams, cheerleaders, bands, and other such groups.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may petition to have a change in grade, but the petition can only be directed to the

teacher of that class.

FORMS OF DISCIPLINE

It is important to remember that the school's rules apply 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. A portion of the disciplinary process may require a formal meeting between parent/student/Principal to deter future infractions.

DETENTIONS

A student may be detained after school or asked to come to school early by a teacher or administrator, after giving the student and his/her parents one (1) day's notice or prior permission from parents, whatever occurs first. The student or his/her parents are responsible for transportation. If a student fails to serve an assigned detention, that student will not be allowed to participate in, or attend, extracurricular activities until all detentions are served; additional detention time will be assigned.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SUBSTANCE ABUSE

Students involved in, or attempted involvement in, the possession or use of alcoholic beverages, drugs, narcotics, drug paraphernalia, or mind-altering substances will be subject to the following disciplinary action: (Note: Refusal to submit to drug testing will be treated as an admission of guilt and the student may be given up to a ten [10] day suspension).

First Offense – May be given up to a ten (10) days home suspension from school and notification given to the proper authorities. In some instances, with successful completion of Chemical Dependency Classes with a parent, a student may reduce the suspension to five (5) days. Upon return to school the student may be required to submit to random drug/alcohol testing at the student's/parent's expense.

Second Offense – Indefinite suspension pending action by the Board of Education to permanently expel the student from attending the Bessemer Area School District.

Students involved in the sale, distribution, or transfer of alcoholic beverages, drugs, narcotics, or mind-altering substances will be subject to the following disciplinary action:

First Offense – Indefinite suspension pending action by the Board of Education to permanently expel the student from attending the Bessemer Area School District. In addition, the district will contact and give notification to the proper authorities.

PERFORMANCE ENHANCING MATERIALS/SUPPLEMENTS

Students may not possess any substances on campus that act in a performance enhancing

nature. Items including substances such as Creatine, Androstenedione (and related compounds including Androstenediol, Norandrostenedione, and Dehydroepiandrosterone [DHEA]), Steroid precursors, Ephedra, etc. or materials officially banned by the MHSAA. If a student is unsure about a particular supplement or substance, it is their responsibility to ask the administration for clarification.

First Offense – May be given up to a five (5) days home suspension from school and 25% of scheduled athletic events. This will run concurrently with the next sports season. Upon return to school the student may be required to submit to a research project that educates the student about the effects of performance enhancing supplements and/or random testing for performance enhancing supplements at the student's/parent's expense.

Second Offense – Long term home suspension, up to ten (10) days and 50% indefinite suspension from scheduled athletic events and meeting of the Athletic Council to decide a permanent exclusion of the student athlete from participation in Bessemer Area School District athletics.

USE OF TOBACCO/ELECTRONIC CIGARETTES

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 ("Vapes" or "Pods") during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "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, or acts similar to cigarettes use (Vaporizers [Pods] or E-liquid), in addition to paper used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia, or tobacco products on one's person is also prohibited by this policy.

Based on state law and regulated by the Board of Education, students are prohibited from possessing or using tobacco on school premises. If the student is under the age of 18, the Gogebic County Sheriff's Department will be notified of this violation of state law.

First Offense – Three-day suspension

Second Offense – Five-day suspension

Third Offense – Ten-day suspension

Fourth Offense – Indefinite suspension pending action by the Board of Education to permanently expel the student from attending the Bessemer Area School District.

ENERGY DRINKS

Energy drinks such as "Monster," "5-Hour Energy," "Rock Star," "Red Bull," "AMP," "NOS," etc. are prohibited on campus. Possession will result in confiscation of drink and disciplinary actions. If a student has a question as to what they can or cannot have it is their responsibility to ask the administration.

STUDENT DISORDER/DEMONSTRATION

Students will not be denied their right 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, s/he 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 suspension or expulsion.

VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. If a student violates these rules, the student will be removed from class. Persistent violations of rules could result in suspension or expulsion.

DISRUPTION OF THE EDUCATIONAL PROCESS

Any actions 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, and performing arts events. Students violating this rule will be removed from the class or event and are subject to suspension or expulsion.

HARASSMENT

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any 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 its students. This policy applies to all activities on the 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 and conduct including, but not limited to, the following:

Sexual Harassment

A. Verbal:

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

D. Cyberbullying/ Harassment

Cyberbullying/harassment includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, exclusionary, or terrorizing another person or group of people by sending or posting inappropriate or hurtful e mail messages, instant messages, text messages, digital pictures or images, or website postings including blogs, social networks, or any other messages via cyberspace.

In situations in which cyberbullying originated off school property from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive to the educational process or the normal routine of the person or group of people involved. Such conduct includes, but is not limited to, harassment, bullying, or making a threat off school grounds through cyberspace that is intended to endanger the health, safety, or property of others at school.

Gender/Ethnic/Religious/Disability Harassment

● Verbal:

- Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff members, or other person associated with the District.
- Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

● Nonverbal:

- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

● Physical:

○ Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. ● **The harassment** by a student of a staff member, fellow student of the District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with the law and the Code of Conduct. ● **Hazing** by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the

District should immediately report the situation to a school administrator, or may report it directly to a teacher, the school counselor, or call the main office of the appropriate school building. The student may also contact OK-2-SAY at <http://www.michigan.gov/ok2say>.

Every student should, and every staff member must, report any situation that they believe to be improper harassment of a student.

When reporting, a student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each incident reported will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

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. Violations of this rule could result in suspension or expulsion.

POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon (e.g., a slingshot). 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 his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if s/he brings onto, or has in his/her possession on school property or at a school-related activity, any of the following:

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

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

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 knowledge may subject the student to discipline.

PURPOSELY SETTING A FIRE

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Physical assault 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."

VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will

be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. 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.

FALSIFICATION OF IDENTIFICATION, FORGERY

Forgery of hall/bus passes and excuses, as well as false I.D.s, are forms of lying and are not acceptable.

PLAGIARISM

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule will result in suspension or expulsion. Students are expected to conduct themselves honestly and with integrity in their schoolwork. All forms of cheating and plagiarism are prohibited.

Behavior that is unacceptable includes but is not limited to:

- Copying another student's work
- Working with others on projects that are meant to be completed individually
- Not giving proper citation for work created by someone else
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test, quiz, or work
- Using any other method to obtain/receive test or quiz answers
- Taking a test or quiz in part or in whole to use for and/or give to others
- Taking papers from another student, publication, or off the Internet and/or another student's computer files
- Completing other students' work

Students found cheating and/or plagiarizing on any assignment, exam, test, or quiz will receive a "0" or "F" for the grade. The teacher will notify the parent or guardian and report the incident to the administration. A second violation may result in a failing grade in the course.

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. Violations of this rule will result in suspension or expulsion.

EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, "stink" bombs, and poppers are forbidden and dangerous. Violations of this rule will result in suspension or expulsion and law enforcement will be called.

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. Violations of this rule will result in suspension or expulsion.

THEFT

When a student is caught stealing school or someone's property, s/he will be disciplined 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 Principal. The school is not responsible for personal property. Theft will result in suspension or expulsion.

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, or they will receive a snap suspension. Chronic disobedience can result in expulsion.

DAMAGING PROPERTY

Vandalism and disregard for school property will not be tolerated. Violations will result in restitution, suspension, or expulsion.

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. Excessive absence will lead to suspension or expulsion from school.

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal will result in a sterner action such as suspension or expulsion.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

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 or causes discomfort of others. Such behavior may result in suspension from school or possibly expulsion.

POSSESSION OF ELECTRONIC EQUIPMENT

Students are discouraged from bringing radios, iPods, MP3 players, data phones, “boom boxes”, portable TVs, electronic toys, pagers, cameras, and the like without the permission of the Principal. These items are discouraged because of the disruption of the educational process. The school will also not be held responsible for their safekeeping. These items will be taken from the students. Laser pens are not allowed at school.

PERSONAL COMMUNICATION DEVICES

Possession and/or use of a personal communication device (PCD) by a student while at school during the school day is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136 or this guideline, or otherwise engages in abuse of this privilege. Strict adherence to Policy 5136 and this guideline is required.

"Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows

Mobile devices, etc.], telephone paging devices [e.g., beepers or pagers]), and/or other web enabled devices of any type.

Students may use PCDs before and after school, as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. "Using" refers to not only the making and/or receiving of calls, but also using the PCD for any other purpose (e.g., sending emails, text messages, or instant messages, taking pictures, making recordings/videos, etc.). Students also may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are not permitted to wear their PCDs clipped to a belt or otherwise display them in plain sight during the school day. PCDs must be stored out of sight during the school day. PCDs, including but not limited to devices with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where use of a PCD is absolutely prohibited.

A student may keep his/her PCD "on" under the following circumstances with prior approval of the building principal:

- The student is a member of a volunteer fire company/department, ambulance, or

rescue squad.

- The student has a special health/medical circumstance (e.g., an ill family member, or his/her own special health/medical condition).
- The student is using the PCD for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of a PCD to engage in non-educational-related communications is expressly prohibited.
- The student is involved in an extracurricular activity after school hours and needs to communicate with his/her parent/guardian when the activity is ending so the student can be picked up.

Students participating in extracurricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of PCDs after school hours or on after school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The Board and District assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Students and parents are strongly encouraged to take appropriate precautions if students possess PCDs at school to make sure the devices are not left unattended or unsecured.

Using a PCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion, etc.), confiscation of the PCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography).

If a teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the building Principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the building's main office until the item is retrieved by the student's parent/guardian or turned over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians.

Discipline for Inappropriate Use of PCD:

First Offense – Student's phone will be taken away and brought to the principal's office. A conversation between the principal and student regarding proper use of PCD. PCD will remain in the office for the remainder of the day.

Second Offense – The student's PCD will be brought to the office. The PCD will not be released until the parent or guardian is contacted. Student will receive a detention.

Third Offense – The PCD will be held in the office until a parent conference occurs at school. The student will not be allowed to have the PCD at school for a determined amount of time at the discretion of the Principal (e.g., a Quarter or Semester). Each subsequent violation will be

dealt with in a progressive manner.

Cell Phone or PCD Blackout:

In the event student activity is distracting from the educational experience of a student or their classmates, and the times allotted for cell phone usage are not followed (Before school, during lunch, and after School) the Principal reserves the right to enforce a “Blackout” which prohibits any students from having or using cell phones in the building for the time determined by the Building Principal. A school messenger will inform all parents if/when this consequence is enforced. In the event a student refuses to cease the use of their phone during this period, they will have their phone confiscated and the parent/guardian can pick up the device when they schedule a meeting with the Administration.

First Offense – The student will no longer be able to have their cell phone at school for a determined amount of time per the discretion of the Principal.

Second Offense – The student will be suspended for 1-3 days and will not be allowed their Cell Phone or PCD for the remainder of the year.

Third Offense - The student will appear in front of the Board of Education for possible expulsion. Each subsequent violation will be dealt with in a progressive manner.

VIOLATION OF BUS RIDES

Please refer to Section VI of this handbook.

POSSESSION OF A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT 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.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife 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.

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. 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.

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, and/or property crimes (including but not limited to theft and

vandalism) occurring in the school as well as in the community.

SAFETY CONCERNS

Students may not use roller blades, bicycles, skateboards, snowmobiles, ATVs, and scooters on school grounds or District pedestrian traffic areas. 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.

PROFANITY

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community held standards of good taste will result in detention.

FOOD AND DRINK

Consumption of food/drink will only be allowed in the lunch area. Consumption of food/drink in the classroom will be under the discretion of the classroom teacher.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as cash, jewelry, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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 and his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the school policies.

SNAP SUSPENSION – SB 183, SEC. 1309

In accordance with state legislation of 9/7/99, the following practices and policies have been placed in effect:

1. A teacher may, with reasonable cause, exclude a student for not more than one class period or activity (one day of school) without the agreement of the building principal. In these cases, the teacher must contact the parent or guardian and immediately notify the office in writing of the parental contact and the reason for the suspension.

2. The following list of infractions may receive up to 180 days of mandatory expulsion from school.

- A. Verbal assault on school personnel
- B. Bomb threat
- C. Physical assault on a student

3. The following list of infractions may receive up to 180 days of mandatory **permanent**

expulsion from school.

- A. Weapons of any nature on school property, events, or activities
- B. Arson of any nature on school property, events, or activities
- C. Rape that occurs on school property, at events, or at activities
- D. Physical assault upon school personnel of any nature on school property, at events, or at activities by a student in sixth grade or above.

USE OF BREATH-TEST INSTRUMENTS

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student is to be removed to the office and the police will be called.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

DRUGS, TOBACCO, ALCOHOL

Non-Prescription/"Look Alike" Drugs Policy

The Bessemer Area School District Board of Education recognizes problems that have arisen with "look alike drugs," which may or may not be illegal drugs. The intent of this policy is to prevent the possession or sale of look-alike drugs on school property. It is understood that only through establishing the following procedure will we be able to deal with look-alike drugs.

1. It is against school policy to deliver, attempt to deliver, or cause to be delivered a non controlled substance which the person:
 - (a) represents to be a controlled substance
 - (b) represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance
2. Proof of any one of the following is prima facie evidence of the above:
 - (a) The substance substantially resembles a controlled substance
 - (b) The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.)
 - (c) The substance isn't labeled as required by the FDA
 - (d) The person states that the substance may be resold at a price that substantially exceeds the value of the substance ("50 cents a hit or more," for example)
3. Sales of any drugs that are not in properly labeled sealed packages are against school policy
4. No person may advertise a non-controlled drug

- (a) If the ad contains any untrue, deceptive, or misleading representation regarding the effect of the drug
- (b) Promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or
- (c) Which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance, or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

Violations of the “Look Alike” Policy will be dealt with in the same as manner as our drug/alcohol policy.

Section VI – Transportation:

School bus transportation is a privilege, not a right. School districts are NOT required by law to transport regular education children. Michigan Compiled Law (MCL) 380.1321 outlines the obligations of the school district IF its board of education elects to provide transportation. Under Article 3 of the Revised School Code, the school district is obligated to provide for the transportation of a special education student if the Individualized Educational Planning Committee (IEPC) has determined that the transportation is a specialized service which is included within and necessary to carry out the student's IEP.

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live beyond 1.5 miles away from school. The bus schedule and route are available by contacting the Transportation Supervisor at (906) 667-0802 x402.

Students will ride only assigned school buses and will 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 Transportation Supervisor.

A change in a student’s regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Transportation Supervisor stating the reason for the request and the duration of the change and the Transportation Supervisor approves.

BUS TRANSPORTATION RULES

The safety of all students is imperative. Therefore, students riding on the bus must abide by these rules; **Students are to:**

1. Comply promptly with the orders of the bus drivers
2. Arrive at the designated bus stop 3-5 minutes before the bus is due to arrive. Drivers cannot wait for tardy students.
3. Stay off all roadways when waiting for a bus
4. Cross in front of the bus
5. Wait until the bus has come to a complete stop before attempting to get out of their seats

6. Wait until the bus is at a complete stop and the door is open before attempting to enter the bus
7. Keep hands, heads, and all objects inside the bus at all times
8. Sit three to a seat when necessary
9. Keep the bus clean. Eating or drinking is not permitted on the bus
10. No material is to be thrown from the bus windows or inside the bus
11. Talk to one another on the bus in a quiet way; playing, fooling around, fighting, screaming, or profane language will not be tolerated

Parents/students will be held liable and required to pay damages if there is any willful destruction. Parents will be notified when students disregard transportation rules. If behavior continues, riding privileges will be suspended from the bus and parents will be responsible for transporting their child to and from school. Students who misbehave in the bus line or at the bus stop will be subject to the suspension procedure.

BUS DRIVER AUTHORITY

The bus driver has the authority to recommend a suspension for an instance of misconduct.

These instances include:

1. Insubordination
2. Hurting or endangering fellow passengers or their property
3. Vandalism to the bus

WARNINGS

Informal Warning – The bus driver may warn a student who disobeys a rule that he/she will take further action if the violation of the rules continues.

Formal Warning – The driver will report a student who disobeys rules to the Transportation Supervisor/Building Principal. The student will be warned that continued violations will result in suspension from riding the bus and a disciplinary slip will be issued and filed.

Normally, disciplinary slips will result in:

1. 1 slip = verbal warning by Principal
2. 2 slips = verbal warning by Principal, Transportation Supervisor and a call to the parent
3. 3 slips = denied bus privileges for one week, call to parent
4. 4 slips = denied bus privileges for two weeks, call to parent
5. 5 slips = denied bus privileges for the semester, call to parent
6. 6 slips = loss of bus privileges for the school year, call to parent

If something more severe takes place (decision based on communication between Transportation Supervisor, Principal, Superintendent and Bus Driver, if necessary) a student may also be suspended from school as well. There may be circumstances in which any of the above “loss of bus privileges” could happen immediately.

CHANGING BUSES/DROP OFF AREAS

No child will be permitted to ride another bus or get off at another stop unless directed by the parents (via written notice or call to the school). If no notification is received, your child will follow the normal procedure.

EXTRA STUDENTS ON THE BUS

The bus capacities are estimated at the beginning of the school year. Most of our buses are at their full capacity limit, so transportation of large groups, such as for a birthday party, is not permitted.

To add your student to our bus route or to make a change to your student's bus schedule, please fill out this form: <https://forms.gle/THhBcavoTtoVs5ri9>

We do realize that there are some situations in which some students who normally do not ride the bus may need to be transported somewhere via the bus. Please inform the school of this situation with a note or a telephone call by the parent as soon as the change is deemed necessary; the note will need to be given to the classroom teacher or transportation director, and finally presented to the bus driver.

Section VII – Technology Code of Ethics:

Use of technology at the Bessemer Area School District is a privilege extended to all individuals who wish to enhance their learning experiences. Each individual has the right to make use of all authorized hardware and software found in classrooms and in the media center to facilitate personal academic growth. Users shall also accept the responsibility for the preservation and care of that hardware and software.

It is the user's responsibility to:

- Make sure no hardware or software is destroyed, modified, or abused in any way
- Use the computer and computing system only for education or research and in a manner consistent with the purposes of the Bessemer Area School District
- Not bring food or drinks into any room containing computers or other electronic equipment
- Sign-in when entering the computer facilities
- Keep images containing inappropriate material or material otherwise deemed inappropriate for school use from being used on school premises
- Refrain from using the computers to harass other users or to infiltrate a computer or computing system and/or to damage the software components of a computer or computing system
- Refrain from installing any software. Software will only be installed by a teacher with permission of the technology coordinator.
- Print no more than three (3) copies of any document using a printer. The number of

prints each student makes will be tracked. If the school sees that any one student has been carelessly printing nonessential items, the student may lose computer privileges.

INTERNET ACCEPTABLE USE POLICY

The goal of participation on the Internet is to assist in the collaboration and exchange of information between and among individuals and between the Bessemer Area School District or other schools and institutions.

- Individuals have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- Individuals have the right to use the following methods for accessing information: Electronic mail (e-mail), Telnet, and File Transfer Protocol (FTP).
- Use email (for sending and receiving) only for education or research and in a manner consistent with the purposes of the Bessemer Area School District.
- Individuals will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the Internet.
- Individuals may not use File Transfer Protocol (FTP) to access any material or files that are inappropriate or dangerous to the integrity of the local area network or the Internet.
- It is an individual's responsibility to maintain the integrity of the private electronic mail system. The individual has the responsibility to report all violations of privacy.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users will be required to log all connections made while on-line with the Internet. The type of connection will be identified and all file transfers while on-line must be included in this log.

The Bessemer Area School District reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.

The Bessemer Area School District reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

Section VIII – Miscellaneous:

STUDENT ATTENDANCE AT SCHOOL EVENTS (K-8 ONLY)

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork 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 non-participants are properly safeguarded, it is strongly advised that K-8 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. If behavior becomes a problem, a child may lose their privilege of attending any events in that building.

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.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

The Building Principal is the Custodian of Records and is responsible for the supervision of student records at the school. The ADJ Principal's office is located on the top floor of the school building or can be reached by calling (906) 667-0413; the WES Principal's office is located on the second floor of the school building or can be reached by calling (906) 663-4515.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

More details are in the District's policy and administrative the guideline on student records #8330.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of the Hepatitis B Virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the ADJ School Secretary at (906) 667-0413, or the WES School Secretary at (906) 663-4515.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverages, tobacco products, anabolic steroids, dangerous controlled substances as defined by State

statute, or substances that could be considered a “look-a-like” controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the building Principal or School Counselor whenever such help is needed.

The school has a “Drug Free” zone that extends 1,000 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 within the “Drug Free” zone.

TITLE IX AMENDMENT AND SECTION 504

Title IX of the Educational Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance except as may be permitted by law.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

It is the policy of the Bessemer Area School District not to discriminate on the basis of sex or handicap in admission or access to, or treatment or employment in, its programs and activities.

The Bessemer Area School District periodically reviews its educational and employment programs and activities to assure compliance with Title IX and Section 504. The District has established a grievance procedure to provide for the prompt and equitable resolution of complaints by students, employees, or members of the community alleging discrimination on the basis of sex or handicap. The grievance procedure is available through any school office or by contacting the Coordinator for Title IX and Section 504 matters listed below.

In accordance with Federal regulations, the Bessemer Area School District has appointed STAFF as Title IX and Section 504 Coordinator.

Any questions, suggestions, or complaints should be directed to:

Title IX Coordinator: Nicholas Heikkila
Bessemer Area School District
301 E. Sellar St., Bessemer, MI 49911
(906) 667-0802, nheikkila@bessemer.k12.mi.us

Section 504 Coordinator: Richard Matrella
Bessemer Area School District
301 E. Sellar St., Bessemer, MI 49911
(906) 663-4515, rmatrella@bessemer.k12.mi.us

GRIEVANCE PROCEDURES

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964;
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972;
SECTION 504 OF THE REHABILITATION ACT OF 1973;
AGE DISCRIMINATION ACT OF 1975; or
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990**

Section I

Any Person believing that the Bessemer Area School District or any part of the school organization has inadequately applied the principles and/or regulations of 1. Title VI of the Civil Rights Act of 1964,
2. Title IX of the Education Amendment Act of 1972,
3. Section 504 of the Rehabilitation Act of 1973,
4. The Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Civil Rights Coordinator/Superintendent's Office
100 W Lead St, Bessemer, MI 49911
Telephone: (906) 667-0413

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1:

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2:

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3:

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Offices for Civil Rights for information and/or assistance at 216/522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202. The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.