

**Bellaire High School/Middle School
2018/2019 School Year**

Parent/Guardian:

I have read, understand and agree to abide by the terms and conditions of the Bellaire High School Student Handbook, Athletic Handbook, and Internet/computer acceptable use policy. I understand that my student must comply with the terms and conditions of the handbook.

PLEASE PRINT FULL STUDENT NAME _____

Date _____

Signed _____

Relationship to Student _____

Parent/Guardian email address* _____

****Parents providing a working email address can receive weekly progress reports and daily student announcements***

Student:

I have read, understand and agree to abide by the terms and conditions of the Bellaire School Student Handbook, Athletic Handbook, and Internet/computer acceptable use policy.

Date _____

Signed _____

After reading the handbook, remove this form, sign and return it to your enhancement teacher within the first week of the beginning of school.

FAILURE TO SIGN THE HANDBOOK IN NO WAY ALLEVIATES THE STUDENT'S RESPONSIBILITY IN ADHERING TO ANY OF ITS CONTENTS.

BELLAIRE HIGH SCHOOL/MIDDLE SCHOOL
STUDENT HANDBOOK
2018-2019

BOARD OF EDUCATION

Rob Silk, President
Peter Wendling, Vice President
Melissa Dyste, Secretary
Mike Robinson, Treasurer

Kerrie Ann Shannon, Trustee
Walt Mann, Trustee
Don Hoyt, Trustee

This group is elected by the residents of the school district. It is their obligation to organize and direct the many activities that are entailed in the administration of the school. There are seven members of the Board of Education in the Bellaire community.

ADMINISTRATION

Mr. James Emery, Superintendent/High School Principal
Mrs. Kristi Poel, Elementary Principal/Middle School Principal
Mr. Brad Fischer, Athletic Director

MISSION STATEMENT

The mission of the Bellaire Public School community is to provide an environment which develops self-sufficient and productive citizens that can adapt to a challenging and changing world

DISTRICT GOALS

To develop:

1. Literate adults capable of learning over a lifetime
2. Competent and productive workers in a career of choice
3. Competent and productive citizens
4. Responsible family members and parents
5. Healthy and fit individuals
6. Creative and innovative individuals
7. Individuals who use grammatical and mechanical conventions correctly in written compositions
8. Students who will interact with informational text for designated purposes
9. Students who will increase their application of knowledge and skills in relation to core democratic values

INTRODUCTION

This handbook contains some of the basic guidelines for students to follow to be successful in the middle / high school program. It is intended to communicate some of the expectations that we hold for students and, in turn, provides for students an indication of what they can expect while a student at Bellaire Middle / High School. The handbook is not a policy manual; it is, however, based on the policies that have been developed and enacted by the Board of Education. As a guide it provides a direction for activities and identifies the outcomes that we expect when we work together as a team of learners, parents, and educators. While it is impossible to anticipate every event that can take place in a given school year, we have attempted to address at least the major issues. Please refer to the handbook as needed to answer questions relative to the middle/high school. The administration will provide greater detail or information upon request. Please do not hesitate to call if we can be of assistance. We expect a great year and will do our part to see that every student is successful.

Elastic Clause

Bellaire Public Schools reserves the right to amend any provision in this handbook when it is deemed to be in the best interest of the educational process. The District retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties to protect the general well-being of the students and staff and to address a wide variety of circumstances when considered necessary.

SCHOOL SONG

Hooray for Bellaire High School
Fighting for her fame.
Her colors are red and black,
We'll surely win this game.
Rah, Rah!
We're fighting for our high school,
Fighting for her fame,
Fight, fellows fight and we'll win this game.
Fight, fight, come on team fight
Victory for B.H.S.
Fight!

Eugene Bruce

Class of 1933

SALUTE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

ACTIVITIES – EXTRACURRICULAR

Extracurricular activities are provided as a regular part of the total educational program. They provide an opportunity for students to participate in a wide variety of social, service, and athletic programs. Through participation, such valuable skills as leadership, fair play, and cooperation are

learned. Students are encouraged to participate regularly in these programs. To assist the student in being most successful in the academic program, while enjoying extracurricular programs, the following guidelines are provided:

Academic Eligibility

The Board of Education has established academic standards (described in detail in the Athletic Handbook at the end of this document) for participation in extracurricular activities.

Additionally, the Michigan High School Athletic Association has established standards for athletic participation. Bellaire High School, as a member of that association, supports and accepts those standards for its student athletes. Students meeting these standards, as well as standards specific to Bellaire High School, are eligible to participate.

Scheduling

Clubs or organizations wishing to schedule an extracurricular event or activity shall make such a request to the high school principal at least two weeks in advance.

Athletics

Bellaire High School is a member of the Michigan High School Athletic Association (hereinafter referred to as the MHSAA) and is therefore subject to its rules and policies relative to athletic participation.

Athletic Participation

Any student that is academically eligible, has parent permission, proof of insurance or an insurance waiver, a signed athletic agreement, and a physical examination may participate in the athletic program.

Physical Examinations

The MHSAA handbook states that no student shall be eligible to participate on a high school team if there is not on file with the superintendent, or principal of that school, a physician's statement for the current school year certifying that the student has passed an adequate physical examination and that, in the opinion of the examining physician, the student is fully able to compete in athletic contests.

Athletic Eligibility

Interscholastic athletics are designed to provide students with a wholesome physical activity where sportsmanship, leadership, cooperation, and team play are emphasized. The student athlete is referred to the athletic handbook for further information.

Due to the nature of competitive sports, parental/guardian permission and proof of insurance or insurance waiver must be on file before a student may participate in an athletic program.

Athletic Council

The athletic program is under the leadership of the athletic director and is supported by the Athletic Council. The council is composed of two individuals from the non-coaching teaching staff, two members of the coaching staff, two student athletes, two community members, one

school board member, an administrator, and the athletic director. The superintendent will serve as an ex-officio member of the Athletic Council. The council reviews all policies and rules governing the athletic program and makes recommendations to the Board relative to the operation of the athletic program.

Athletic Activities

Bellaire Public Schools sponsors the follow athletic activities. Some are only available when student interest and numbers warrant them:

Boys' Fall Sports

Varsity Football
Varsity Soccer (Co-ed)
Cross Country Club
MS Football

Girls' Fall Sports

JV and Varsity Volleyball
Varsity Soccer (Co-ed)
Cross Country Club
MS Volleyball
Varsity Cheerleading Club

Boys' Winter Sports

JV and Varsity Basketball
Bowling Club
MS Basketball

Girls' Winter Sports

JV and Varsity Basketball
Bowling Club
MS Basketball

Boys' Spring Sports

Varsity Baseball
Varsity Track
MS Track

Girls' Spring Sports

Varsity Softball
Varsity Track
MS Track

There is a participation fee associated with participating on all recognized school athletic teams. For Middle School athletes, the fee is \$35/sport/athlete, with a maximum of \$85/athlete/school year. For High School athletes, the fee is \$50/sport/athlete, with a maximum of \$125/athlete/school year. **Participation fees do not guarantee playing time – they are simply to help offset some of the expenditures of athletics.** Fees are expected to be paid to the athletic office or main high school office during the first week of practice for each sport. Participants on club teams will not pay participation fees described in this section. Club teams receive no financial support from the school district and all costs are paid for by the participants. Participants on club teams are still covered by all the rules and regulations of the Student/Athlete handbook as well as regulations set forth by the MHSAA. Each term a large percentage of the student body participates in athletic programs provided by the district and that trend is expected to continue.

HIGH SCHOOL ORGANIZATIONS

Bellaire High School provides a variety of clubs and organizations in which a student may participate. Such activities provide an opportunity to apply and learn leadership skills while making new friendships. All students are encouraged to actively participate in a club or organization while attending the high school. Clubs and organizations often reflect the special

interest of students. A club may be formed when five or more students present a petition for organization to the administration. Each club must have a faculty sponsor. Please note that under the law, fraternities, sororities, and secret societies are not allowed in public schools.

National Honor Society

Membership in the National Honor Society is a privilege that is open to all juniors and seniors who have been students at Bellaire High School for a minimum of one term, and who have accumulated a grade point average of 3.2 or better. These students must also meet the established criteria in leadership, service, character, and scholarship. Information concerning qualification and the selection process will be distributed to all students at the start of each school year.

Student Council

Student Council provides students with an opportunity to experience the operation of a governmental organization. It provides both the experience of leadership and an understanding of the democratic process. The council plays an important role within the high school as it provides student government and leadership, conducts fund raising drives to provide desirable items for the school, and conducts dances and activities for the entire student body. Student Council representatives obtain application packets in the spring and are chosen through a selection process after reviewing all applications. The Student Council will consist of 20 representatives. Executive officers will be elected in the fall for the given school year.

Teacher's Academy

The Teacher's Academy is an organization comprised of students exploring the career area of "teaching". Students work on various teaching related activities, work with a teacher in the grade levels of interest and attend seminars and workshops at the Intermediate School District. A final project culminates the year's activities and the Advisor of the program awards a grade.

Yearbook

'ECHOES' is the Bellaire High School yearbook. The yearbook is operated as a class, offering students opportunities to create, sell, write, organize, and be responsible for the production and publication of the yearbook. Although a class, Yearbook staff members are required to attend school functions and athletic events beyond the school day. The Yearbook staff is also responsible for producing the Bellaire Literary Magazine *Impressions*.

HIGH SCHOOL ACTIVITIES

Class Organization

1. Class officers will be elected in the spring of the year for the following school year.
 - a. Students seeking an office may place their own names in nomination for the offices that they desire.
 - b. Classmates may also nominate students.

Junior/Senior Prom

Each year the junior class presents a prom for the junior and senior classes. Each year the junior class advisors will make a recommendation to the school board for prom plans. Every effort will

be made to see that the prom is held within the school district or at a site of a supporting patron of the district. The prom is for juniors and seniors and their approved guests. No underclassmen are allowed at this event unless they are a guest of a junior or senior and have been approved by the administration. Foreign exchange students may attend the prom regardless of their grade classification however if they are currently classified as a freshman or sophomore and they choose to bring a guest, it must be a junior or senior.

Middle School/High School Dances

1. All school rules will be enforced.
2. High School dances will not start before 8:00 p.m. and will end at 11:00 p.m. (Exceptions are Homecoming and the Prom.)
Middle School dances must end by 8:30pm. **Guests are not allowed at Middle School dances.** Start time needs to be approved by the administration. For the safety of all students, MS students must be picked up by an adult. Students are not allowed to walk away from school property during or after a MS dance without written permission from a parent/guardian.
3. Ticket sales will end one (1) hour after the dance starts. No one else will be admitted unless prior arrangements have been made with the principal.
4. Students must be present in all scheduled classes on the day of the dance in order to participate. (Exceptions must be prearranged with the principal.)
5. Please check your coats in the designated area.
6. Students who leave the dance will not be allowed to re-enter.
7. Senior high dances are closed to middle school students. Middle School dances are closed to high school students.
8. All high school guests must be approved by the principal 24 hours in advance. A high school student can only have one (1) guest approved per dance. Guests may be asked for a photo ID.
9. Students under the influence or in possession of alcohol and or other illegal substances, or engaged in other inappropriate behavior including smoking, fighting, etc. will be cause for immediate removal and referral for further action.
10. Nobody 20 years old or older may attend a high school dance.

In order to attend any high school social event (i.e. high school dances, prom, homecoming dance, snow-coming dance, and similar events) a student must be enrolled in all high school courses or post-secondary courses for the entire school year.

ATTENDANCE

Bellaire Middle/High School recognizes the inherent value of consistent student attendance and its overall impact on learning and the educational environment. It is the school's belief that attendance and completion of required schoolwork leads to academic success.

Attendance Policy

Regular school attendance is the responsibility of the parents/guardians (herein parents) and students. The school's obligation is to keep parents informed of student absenteeism. Although it is the parent's obligation to determine when and why a student should be absent, absences are best limited to times of illness. Parents are to notify the school by the end of the school day

following their child's absence. This notification should be in the form of a note or a telephone call. The school telephone number is 533-8015. You can leave a message after 4 p.m. at extension 325 or 324.

Michigan's Compulsory Attendance Law recognizes the educational value in students regularly being in attendance in their classes. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline, and responsibility in students. Interaction between students and staff and involvement in the total school environment, are critical parts of the learning process and, therefore, depend on the students' presence in the classroom. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable upon graduation.

A student's grade in a particular course is a measure of the student's accomplishment in that course – it is a measure of the student's classroom performance. Teachers may consider a student's classroom participation (or lack of participation) in evaluating his/her academic progress in a particular class. Thus, attendance and classroom participation are necessary for academic achievement. The extent to which absenteeism results in a student not attaining certain prescribed academic standards in a class is often reflected in the grade which a student received in that class.

Attendance Responsibilities

Parent Responsibilities:

1. Parent(s) are encouraged to schedule appointments after school whenever possible.
2. Parent(s) must notify the office by a phone call or a note within 24 hours for a student to receive an excused absence.
3. If a parent does not notify the school within 24 hours of the absence or tardy then the absence or tardy is recorded as unexcused.
4. For prearranged absences of five (5) or more days, parent(s) must notify the office prior to the student's absence.
5. If students are being excused from school early parents need to pick them up (after they have signed out) at the designated location.

Student Responsibilities:

1. The student must sign out at the office before leaving the school building early and sign in when they arrive late to school.
2. Upon returning to school, the student must ask each teacher for the assignments that were missed and due dates for each assignment.
3. If a student leaves midday for a field trip or an athletic event, it is the student's responsibility to see the teachers whose classes will be missed before leaving for the event. Assignments and due dates will be determined by the teacher.
4. Anticipated absences to due school activities will not be an acceptable reason for late assignments.

5. Students who are absent from classes will be given one day to make arrangements to make up work for each day absent. (Ex. “A student who is absent on Tuesday will have until Thursday to submit the work given on Tuesday.)
6. Unless a sickness extends beyond three school days, please refrain from calling the school to request assignments. Generally if your child is too sick to attend school they are also too sick to do school work. As mentioned above, they will be given one day to make-up work for each day missed from school for excused absences.
7. Major assignments and tests that were previously announced will be due upon the student’s return from the absence.

The following regulations will govern the administration of the attendance policy:

1. Students and parents are responsible for knowing all attendance regulations. A copy of the attendance policy will be disseminated as a part of the student handbook.
2. Definition of an absence:
 - A student is “absent” from a class when he or she is not present in the class. However, students late up to ten (10) minutes will be considered “tardy” and students late beyond ten (ten) minutes will considered absent.

Excused Absences

Excused absences are absences properly cleared by the parent/guardian/18-year old student. Examples of such excused absences might be, but are not limited to the following:

- Illness reported by parent or guardian.
- Illness verified by a written physician’s statement.
- Death in the family – funeral.
- Family vacation.
- School sponsored activities.
- Church related activities.
- Professional appointments that are verified by a written statement. (i.e.: doctor/dentist appointments, court dates, counseling, college visit, etc.)

Unexcused Absences

Unexcused absences are absences that are not properly cleared by the parent/guardian/18-year old student. This type of absence occurs when a student is out of school for an insufficient reason or if a student is absent without their parent/guardian’s knowledge. Examples of such insufficient reasons might be, but are not limited to the following:

- No parental phone call or note excusing the absence within 24 hours of a student’s absence from school.
- Missing more than 10 minutes or more of a regularly assigned class.
- Skipping
- Leaving school without permission and/or without prior approval.
- Leaving school without signing out (even if the student is 18 years old).

Tardiness: A student who misses up to the first ten (10) minutes is considered tardy.

- A. A student who is absent for the first period of the day must have the absence/tardy excused by a parent/guardian within 24 hours of the tardy. Anytime a student is late for school they must sign in at the office and obtain a pass to be admitted to class.
- B. If a student is tardy due to detention by a staff member, the tardy may be excused if the student obtains a pass from the detaining staff member and presents the pass to the teacher recording the tardy.
- C. If a tardy student reports to class without a pass, then the teacher recording the tardy will determine whether the tardy is excused or unexcused pursuant to tardy review guidelines.
- D. Each unexcused tardy received by a student will result in detention.
- E. Parents/Guardians of students accumulating an excessive number of tardies will receive a letter of notification from the school describing the dates and times of such infractions.

Absence Monitoring and Action: Teachers are required to inform administration on an hourly basis of the names of each student absent from class. Parents will receive notification when their child's attendance advances to certain levels. Parents will be encouraged to call and arrange a meeting with the counseling office or building principal to discuss the reason for the excessive absences.

- A. Students missing from school with an excused absence have the right, and the obligation, to make up work missed. Students will be given one day to make arrangements to make up work for each day absent. (Ex: A student who is absent on Tuesday will have until Thursday to submit the work given on Tuesday.) Major assignments and tests that were previously announced will be due upon the student's return from the absence.
- B. Those students missing school with an unexcused absence may not be allowed to earn credit on the work that they failed to turn in or complete during their unexcused absence. To ensure that this does not happen be sure to have all absences excused within 24 hours.

Family Trips:

Bellaire High School recognizes the educational value of family trips and vacations. . We ask that parents who plan trips during the nonscheduled school breaks contact the school office as soon as possible to notify them of them of the dates the student will be absent. Some of the instruction at the MS/HS level includes class discussion, class participation, hands-on activities and teacher directed classroom activities. Frequently the daily classroom assignments can change depending on the particular group's understanding of the material. Therefore it is very difficult to provide exact make-up work in advance. Teachers are not required to provide make-up work in advance. They will, however, keep track of what is taught during your vacation and determine what needs to be made up after the student returns to class. The assignments to be made up will be determined by each teacher and may not always be the same ones that the other students have completed. Students will have one (1) day for each day they were absent to make up all assignments.

GRADUATION REQUIREMENTS

Students who are enrolled must be enrolled full time unless there are extenuating circumstances related to the student's health or to family issues of the student. The secondary principal will determine whether the circumstances warrant a reduced schedule.

Bellaire High School Graduation Requirements as follows:

Bellaire High School Graduation Requirements*

Total Number of Credits - 22	22 - Total number of credit hours required for graduation.
English Language Arts (4)	4 - Credits in English Language Arts are required for graduation (ENGLISH 9, 10, 11, & 12). Credits earned in English Language Arts beyond the allowed 1 (one) credit will be considered elective credit and may be used for the general total number of credits required for graduation.
Math (4)	4 - Credits in Math are required for graduation. Included within these 4 (four) credits are at least 1 (one) credit in Algebra I, 1 (one) credit in Algebra II, 1 (one) credit in Geometry, and 1 (one) additional math credit. <u>At least 1 (one) of these credits shall be completed during the pupil's last year in high school.</u>
Science (3)	3 - Credits in Science are required for graduation. These credits will include one credit in Biology, one credit in Chemistry or Physics, and one additional credit in an approved science course.
Social Studies (3)	At least 0.5 credit in Civic/Government, 0.5 credit in Economics, 1 (one) credit in United States History/ U. S. Geography, and 1 (one) credit in World History/World Geography.
Health & Physical Education (1)	At least 1 (one) credit in subject matter that includes both Health and Physical Education.
Arts (1)	At least 1 (one) credit in Visual, Performing, Practical or Applied Arts.
World Language (2)	2 – Credits in an approved World Language
Modifications	Individual student modifications to these requirements will align and be consistent with the State of Michigan variances.
	The total number of required credits is 18. At least four (4) additional credits must be made of elective courses.

Online Learning Experience – Students will meet the online learning experience through lessons incorporated in the required credits of the Michigan Merit Curriculum.

***Personal Curriculum** – A parent or legal guardian of a student, or the student if emancipated or 18 years of age or older, may request a personal curriculum for the student that modifies the Michigan Merit Curriculum graduation requirements in particular situations. For more

information, contact the school counselor and/or see the document titled "Personal Curriculum" on the school website.

The graduation ceremony is a privilege and not an absolute right for students that have successfully completed their graduation requirements. Good attendance is not just an expectation of the school but of the world of work as well. With that in mind, seniors may not miss more than 10 days in the second semester or they may not be allowed to walk in the graduation ceremony with their peers.

Valedictorian/Salutatorian

The valedictorian and salutatorian will be determined at the end of the first semester and/or 7th term of their high school career. In order to be eligible for this honor, a student must have earned their final six (6) credits from Bellaire High School. These final six (6) credits must be earned consecutively prior to the end of the first semester of their senior year.

Exceptions

When it can be demonstrated that an alternate program is more appropriate for a student, due to career plans, special needs, etc., a waiver of requirement and a request for substitution of requirement may be approved. Such a request should originate with the student, be supported by the parent/guardian, and be addressed to the high school principal.

High School Credit

Grades are an indicator of academic achievement and describe a level of skill or competency.

1. One half of a credit is awarded per semester for courses completed with a passing grade. To achieve a passing grade a student must:
 - a. Complete all required work as specified by the teacher and curriculum guide,
 - b. Complete all required work, including the final exam.
 - c. Daily work, test, projects, quizzes = (2/5) of marking period grade / 2/5 marking period grade.
Final Exam = 1/5 of semester grade
 - d. Passing two out of the three components of the semester (marking period; marking period, semester exam) will allow the student to earn credit for the semester. Semester grades will be computed by translation of letter grades to a 4.0 scale for averaging.
 - e. Enhancement grades are either Pass/P or Fail/F and do not count toward the final GPA; However, students do receive .125 credit for this class each semester that they do earn a Pass/P.
2. Marking period grades will be averaged according to all of the following criterion:
 - a. Achievement of class standards and benchmarks
 - b. Student participation in class assignments.
 - c. Completion of homework.
 - d. Results of quizzes and tests.
3. The weighed value assigned to the grading criterion will be:
 - a. Determined by the teacher for each class and approved by the administration.
 - b. Disseminated to the students at the beginning of each semester by the teacher.

4. Students will receive credit towards high school graduation whenever they successfully complete a high school course at Bellaire High School. Transfer credit will be accepted according to Board of Education policy.
5. Middle school students may elect, with the approval of the administration, to take certain high school level classes. Credit earned in such classes will be applied toward graduation and will count toward the student's high school grade point average.
6. Recent legislation known as 21F of the State School Aid Act allows students in grades 5-12 to take up to two (2) online courses/semester. Online courses taken for high school credit will count toward a student's grade point average. Online courses can be selected from the statewide catalog of courses available at <https://micourses.org> . We encourage parents to carefully consider whether a 100% online course is ideal for their child given the fact that in online environments students will be forfeiting face-to-face teacher classroom instruction and support. Please contact the school counselor to discuss this option. Additional information can be found on the district's website at www.bellairepublicschools.com
7. "I" grades become "E" grades if work is not completed within two weeks of the end of the marking period unless a student is involved in a special program or has had an extension granted by the building administration.
8. Students may repeat classes to improve their grades in the classes. Credit will not be duplicated for the same class, and both grades will remain on the transcript but only the most recent grade will count toward the grade point average. (A student must be enrolled in six classes for credit).
9. All dual enrollment courses taken for high school credit will appear on the student transcript and will count toward a student's grade point average. Students must inform the counselor prior to the start of a dual enrollment course if they want that course to be counted for college credit only; for high school credit only, or for both high school and college credit. If the course does not count toward high school credit, graduation requirements may not be fulfilled.

GRADING SYSTEM:

	%	GPA		%	GPA
A	= 93-100	4.0	C	= 73-76	2.0
A-	= 90-92	3.67	C-	= 70-72	1.67
B+	= 87-89	3.33	D+	= 67-69	1.33
B	= 83-86	3.0	D	= 63-66	1.0
B-	= 80-82	2.67	D-	= 60-62	.67
C+	= 77-79	2.33	E	= 0-59	0.00

- I = Incomplete, no credit given
- S = Satisfactory, credit given
- P = Passing, adjusted curriculum, credit given
- F = Failed due to drop from class
- W = Withdrew from class

Final Examinations

There will be **NO** exam exemption for any student in secondary classes. We consider the preparation for the exam, as well as taking the exam, to be a valuable learning experience for all students.

Testing Out

MCL 380.1279b requires that high school students be offered the opportunity to test out of any course offered by Bellaire High School that they are not currently, or never have been, enrolled in as a student. -Students must exhibit mastery of course content by attaining a grade of 77% or better on a comprehensive final examination. In courses without such an exam, students may be required to demonstrate mastery through basic assessments used in the class that may include, but are not limited to portfolios, performance, papers, projects and/or presentations.

Students wishing to “test out” of any class must make that request in writing to the counseling office prior to the start of the second semester. Testing out of a course must be completed prior to taking or signing up for the course in question (Example: Currently in English 9 and wishes to test out of English 10. The request must be made during the second semester of English 9). Requests made during the second semester of a given year allows the student the opportunity to meet with the teacher of the class for which they wish to “test out” of to obtain any materials that will be needed to prepare for that test. The actual testing will take place in early- to mid-May. This will be a difficult task as you will also be studying for the exams of the current year courses. All arrangements for a time to take this test must be made by the student with the teacher in question.

Credit earned will be based on successful mastery of the required assessment and recorded as “pass”. The grade will not be included in the computation of the grade point average. Credit will be accepted as fulfillment of a requirement in a course sequence. Once credit is granted by “testing out” a student may not receive credit for a lower course in that course sequence. Credit toward fulfillment of graduation requirements will be granted for successful achievement of 77% or better on the final examination.

Student Classification

During high school, students are promoted to the next grade level based on the number of credits earned.

22-Total number of credit hours required for graduation.

Grade Classification at the beginning of the school year:

<u>Total Credits Earned</u>	<u>Grade Classification</u>
Less than 5	Freshman
From 5 to 11	Sophomore
From 11.1 to 17	Junior
17.1 or greater	Senior

Progress Reports/Report Cards

1. A report will be sent to all parents/guardians at the midpoint of each term. If a working email address is provided to the school, parents/guardians may receive weekly progress reports for students in grades 6 -12.
2. A teacher may also send a report home to notify parents/guardians of improvements and positive attitudes or school achievement.
3. Students will receive report cards following the end of each marking period.
4. Parents and students are encouraged to check their classroom progress by logging into their Power School account. If you need help accessing or creating this account, please contact the office.

High School Honor Roll

The honor roll is computed at the end of each marking period. The 4 point G.P.A. system is used. To be on the honor roll, students must have earned a 3.0 G.P.A. or better (“B” average). Special recognition will be given for those earning all grades in the A range. Students with “I” (incomplete) on their report card will not be eligible for consideration until the incomplete has been made up and reported to the office. If a student has less than a “C” on his/her report card in any scheduled class, they will be ineligible for the honor roll (a C- is considered less than a C and a student with that grade would not be eligible for the honor roll).

Middle School Honor Roll / Academic Recognition

Special recognition will be given at the end of each marking period for students with a 3.0 or better GPA. Students who achieve a 3.0 or better and have no grades for that marking period less than a C will qualify for the Honor Roll (a C- is considered less than a C and a student with that grade would not be eligible for the honor roll). All subjects will be included in the computation of the grade point average (GPA). Students with “I” (incomplete) on their report card will not be eligible for consideration until the incomplete has been made up and reported to the office. End of the year awards will be given to recognize students who have succeeded in special activities, shown outstanding effort, and/or shown exceptional cooperation.

Middle School - End of Semester Activities

At the end of each semester, students may be required to participate in activities in order to bring together what they have learned during the semester. The teaching staff will coordinate a transition of activities from grades 6-8. Activities may include unit tests, unit projects, oral presentations, or cumulative exams, etc.

Student Records

Each student and their parents/guardians have the right to review their own student’s records. Upon request, a school official will set up an appointment with you or your parents/guardians to review such records. Written requests to receive copies of records and/or have transcripts or records forwarded to another institution will be honored as soon as possible. The contents of your files may be released only to persons or agencies outside the school by written permission of legal guardian or eligible student or court order.

SCHEDULING

Class Scheduling

Primary course selections for your schedule will be made with the help of your counselor and parents in the spring. Students must be prepared to attend school the full day unless arrangements have been made and approval given by the counselor and principal.

Scheduling Policies and Procedures

Changes in your schedule will occur only under the following circumstances and with the approval of the counselor and/or principal.

1. First two weeks of class (drops or adds)
 - a. Due to error, class has too many students.
 - b. Class does not meet the student's educational/vocational plans-
 - c. Nothing will be recorded on a student's record regarding dropping a class in the first two weeks of class.
2. All courses added-
 - a. It is understood that the student is responsible for all material presented in the entire course.
 - b. The student who enters late must make up all work missed.
 - c. No adds will be honored after the second week of school or until a new semester begins.
3. All drops and adds require the following-
 - a. A written release or request by the parent or guardian and of the student wishing to withdraw or add a class to his/her schedule for all graduation required classes.
 - b. All changes in scheduling are subject to the approval of the counselor and/or high school principal.

Students who plan to play Division I or II athletics on the collegiate level, must complete a curriculum that has been accepted by the NCAA Clearinghouse. Students must carefully plan their schedules to assure that their schedules are in compliance with requirements. When scheduling classes, check with your high school counselor to be sure that you have enrolled in acceptable classes.

STUDENT SERVICES

Career Planning

The Bellaire Schools has adopted a career pathways approach to curriculum and career planning. The entire professional staff and the school counselor are available to students to help plan careers. High school course selection should be directed towards development of skills appropriate to chosen career paths. Students are encouraged to use the counseling center to investigate and plan for the future.

Counseling

Counseling services are available to all students. These services include personal, academic, and career counseling. Any student who wishes to meet with the school counselor may obtain a pass from the counselor to present to his/her assigned teacher.

Outside Services

Many excellent outside services are available for students and their families and are only a phone call away. Please consider the following when faced with difficult decisions:

Counseling

Third Level Crisis Intervention Center	800-442-7315
Women's Resource Center of Northern MI	800-941-1210
North Country Community Mental Health	800-834-3393
Child and Family Services	231-946-8975

Health/Dental Care

The Health Dept. of Northwest MI	800-432-4121
Department of Human Services	231-533-8664
Dental Clinics North	231-587-5068
Community Health Clinic-TC	231-935-0668
Community Free Clinic-Petoskey	231-487-3600
Health Center – Mancelona (ages 10-21)	231-587-9840
Pregnancy Resource Center/Mom & Tots	800-238-4269

Domestic Violence

Antrim County Sheriff's Dept.	911 or 231-533-8627
Women's Resource Center-TC	231-946-1210
Women's Resource Center of Northern MI	231-347-0067
Victim's Rights Advocacy	231-533-6860

Legal Assistance

Legal Services of Northern MI	888-941-9599
Legal Aid	888-645-9993
Free Legal Aid (Third Level)	800-442-7315

Food Pantries

Bellaire Community Food Pantry	231-533-8600
Good Samaritan Food Pantry – Ellsworth	231-588-2909
Mancelona Food Pantry	231-587-9606

Homeless

Goodwill Inn – TC	231-922-4890
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Drug or Alcohol Treatment

Munson Healthcare Treatment Center	800-662-6766
Catholic Human Services	231-947-8110
Nexus Family Services	231-943-7312
Alcoholic Anonymous	231-946-8823
Narcotics Anonymous (TC)	231-223-3399
Northern MI Substance Abuse Services Inc.	989-732-1791

Miscellaneous

Antrim County Transportation	231-533-8644
Big Brothers/Big Sisters	231-946-2447
American Red Cross	231-348-7666
Salvation Army – Petoskey	231-347-3531
Social Security Administration	800-772-1213

Academic Intervention

Not all students learn in the same manner or at the same pace. In order to accommodate individual learning needs, we have programs for students with special needs. Assistance is available to students who are experiencing academic difficulties through TASC (Team Addressing Student Concerns). Services may include tutoring, mentoring, special education services, and curriculum adjustment sometimes through Section 504 plans. To access these services, parents are encouraged to contact the school counselor. Section 504 and special education programs are viewed as approaches to compliment and supplement the regular school program. It is the purpose of these programs to develop individual plans that utilize the student's strengths. It is the school's intent that through these types of programs, that the students will be able to meet goals and attain appropriate skills. Students may be referred by parents, teachers, or themselves. After a file review they may be referred for a TASC staffing or, with parent permission, for further testing and observation by the TBA Specialists. Parent(s) are asked to participate in planning the appropriate program to meet their student's needs with the teacher and the TBA Specialists. The student's individual program and academic growth are reviewed on a yearly basis. Students are formally re-tested every third year by TBA staff.

STEP (Students in Transition Empowerment Program)

The McKinney-Vento Act states that school districts must ensure the right to a free, appropriate public education for all children, ages 3-17, who are living in transition due to loss of housing. More and more families, as well as youth who are not living with their parent or guardian, are among those who find themselves in this situation. Students who do not have a fixed, regular, and adequate overnight residence need assistance. Students who find themselves living in any of the following situations are encouraged to contact the office as soon as possible:

- In a shelter, motel, vehicle, camper or campground
- Temporarily sharing housing with friends or relatives due to economic hardship
- Unaccompanied youth who are living on their own without parent or guardian
- Inadequate accommodations (lack of electricity, heat, plumbing, or overcrowding)
- Abandoned buildings or on the street

Bellaire Public Schools' STEP Coordinator can be reached at 231-533-8015 extension 223.

TBA Services

Services are available to Bellaire students by a team of specialists from the Traverse Bay Area Intermediate School District. Included in the team are: Social Worker, School Psychologist, Teacher Consultant, Speech/Language Therapist, Physical Therapist and Occupational Therapist.

Teacher recommendation and parental consent are necessary before any child works with a team member. These recommendations are based on behavioral or academic achievement.

Sometimes it is necessary to have a multidisciplinary team to create a behavior plan for success. This team may include some or all of the following: parent, teacher, student, a behavior specialist from TBAISD, principal, school liaison officer, school social worker, school psychologist, school counselor, Mancelona Family Resource Center representative, Antrim Kalkaska Community Mental Health representative, and any other resource person that may be needed to help complete a plan for success. At times a student may be referred to an out-of-school agency (ex: law enforcement for incorrigibility) whenever it is the belief that such an agency or person will be of assistance in the solution of a discipline problem. Bellaire Public Schools is not responsible for any payments for services outside of school.

Severe Learning Disability

To be consistent with the Individuals with Disabilities Education Act (IDEA) Federal Regulations at 34 CFR-300.309 and Michigan Administrative Rules for Special Education (MARSE) at R-340.1713, schools must use the following processes for determining the existence of a specific learning disability (SLD):

- A student's response to scientific, research-based intervention, or
- A pattern of strengths and weaknesses

Student Progress Review

1. If a student is failing a class at progress report time the teacher will put in place a pyramid of interventions.
2. A pyramid of interventions may include, but is not limited to:
 - a. tutoring
 - b. mentoring program (older student or adult helper)
 - c. modified curriculum or classroom setting
 - d. study skills assistance
 - e. alternative assessments
3. If the interventions are not successful, the teacher will fill out the paperwork for TASC (Team Addressing Student Concerns) for further direction.

Parent Involvement Opportunities

Bellaire Public Schools offers parents several opportunities to participate in our school setting. Some of the opportunities available are: field trip chaperones, guest speakers, district committees, athletic event volunteers, band boosters, post prom committee, etc. Due to safety concerns and school law initiatives, all volunteers/chaperones must pass a background check. Background check forms are available in the high school office upon request.

HOMEWORK

Philosophy

Since parents and teachers are committed to children's success, homework provides a key link between home and school. Some homework may be assigned daily. It will be graded based on teacher's standards. Late work will be penalized as described in each teacher's guidelines.

Homework is an integral and necessary aspect of the educational development for all students. It is the belief of the Bellaire Public School Board of Education that well planned homework assignments are necessary in contributing to the development of a lifelong habit of study and responsibility for all students. Homework should be a useful extension of the school day, designed for specific instructional purposes.

Listed below are characteristics that homework assignments should include:

1. The homework will provide for self-directed study.
2. Homework shall be planned to provide student opportunity to practice new skills taught.
3. Homework will be designed in such a way that the results will determine direction for further instruction.
4. Teachers will instruct students on the development of good study habits.
This should include information concerning:
 - a. how to study
 - b. where to study
 - c. the necessity to encourage patience while studying

In order for homework assignments to be meaningful, responsibilities must be fulfilled by teachers, students, and parents.

Parent Responsibilities:

1. Establish a regular, daily time to discuss school (minimum 15 minutes).
2. Review homework and assignments by checking your student's planner.
3. Set a routine time for your student to study / complete homework.
4. Contact teachers with concerns and questions (see teacher's prep hours).
5. Attend Parent / Teacher conferences.
6. Encourage students to do their best.

Student Responsibilities

1. Be at school every day.
2. Write your assignments in your daily planner.
3. Determine a routine time and quiet area for studying independently or with parents.
4. Set time schedules for completion and return of homework.
5. When frustrated, ask questions of teachers, parents, or a friend who has studied or is studying the same assignments.
6. Complete daily assignments and homework to the best of your ability and on time.
7. Make arrangements with individual teachers regarding work missed. Anticipated absences due to school activities will not be an acceptable reason for late assignments.
8. Follow teacher and parent directions.
9. Try your best.

Teacher Responsibilities

1. Provide time for students to answer questions about homework assignments.
2. Clearly define all directions. Encourage successful completion with a realistic due date.
3. Review all received homework to determine direction of further instruction. Homework should provide the teacher with constructive feedback and/or to determine grades.

4. Provide leadership in the learning experience, developing a student-teacher team approach to ensure student success.
5. Encourage cooperative and collaborative study by students when appropriate.

Enhancement

Enhancement period falls at the end of the day and allows all students the opportunity to work on their homework prior to leaving school. Students are expected to either bring homework or a book to read during this timeframe. If students need help from another teacher they are expected to ask that specific teacher for an enhancement period pass prior to attending enhancement period. Enhancement may also be used for club meetings, class meetings, athletic team meetings, etc. or may be used for extensions of other classes (i.e.: jazz band).

Working Lunch

Working lunch is an opportunity for students to receive additional time and help from certified staff on any missing assignments/homework. Students that have not completed their assignments and/or homework may be assigned working lunch. Students may be expected to attend working lunch until assignments are completed. Failure to attend working lunch may result in additional disciplinary action.

DISCIPLINE

Discipline is often thought of as the punishment that one inflicts on another when that person has misbehaved. In reality discipline has to do with the control of one's behavior. Self-discipline is the most frequent and most widely accepted form of self-control and most suitable to most social situations. We expect that by the time a student reaches middle/high school, they have acquired the skills to manage their own behavior and have obtained an acceptable degree of self-discipline. When those expectations are not met, it becomes necessary to assist the individual in changing behaviors. It is sometimes helpful if a student has the opportunity to reflect on their behavior and refocus their thoughts and actions. Ideally, this leads to new patterns of behaviors that are more appropriate. While we expect students to behave in an appropriate way, we do provide procedures to deal with both inappropriate and unacceptable behavior. This section deals with the procedures used.

Whenever consequences are necessary due to inappropriate, unacceptable or unlawful behavior, the school officials will consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Conflicts

When the differences of opinion between staff and students arise, the following steps should be taken:

1. Follow the direction of the staff member until the issue can be discussed.

2. Discuss the difference of opinion later, in private, between parties involved.
3. If the situation cannot be resolved after discussion with the staff member, the student should take the issue to the counselor or administrator.
4. Notify your parent/guardian(s) and/or request a conference to include any of the following: student, parent/guardian(s), principal, staff member, and counselor.
5. Appeal to the superintendent and/or school board for action to be taken if you still feel you have been treated unjustly.

Conduct at athletic contests/extracurricular activities, pep assemblies, or functions held on school property or property used by the school for events:

1. All rules of student conduct apply while in the building, on the grounds, or on property used by the school for events regardless of function sponsorship. Students are reminded that respecting others and others' property is part of the learning process. Failure to show respect is a form of disrespect and this is unacceptable behavior.
2. Failure to adhere to rules of student conduct during these events will result in disciplinary action as determined by the administration. Students may be asked to exit the school grounds.

Inappropriate Behavior: Disruption of the Learning Environment

1. Inappropriate behavior may be defined as but not limited to:
 - a. Obscene or abusive language/gestures
 - b. Public displays of affection other than holding hands
 - c. Physical actions, such as shoving, poking, wrestling, throwing things (including, but not limited to, snowballs, pencils, etc...)
 - d. Noises or disturbances which distract others
 - e. Disrespectful behavior towards teachers or peers, such as arguing or talking back, insults, name calling, or put downs
 - f. Inappropriate attire (see Dress)
 - g. Misusing privileges given by passes
 - h. Violation of posted classroom rules
 - i. Use of laser lights or laser pointers
2. Procedures to follow:
 - a. The teacher will complete a discipline report form/focus room referral form.
 - b. The teacher may or may not send a student to the office, depending on the nature of the incident.
 - c. Teachers who complete a disciplinary report form requiring the student to stay after school or serve a lunch detention will notify parents by phone, or in person, and by verifiable written receipt. Excessive disciplinary problems, regardless of the consequence will be reported to parents.
3. Upon reviewing the circumstances, the administration may assign an after school detention period to be made up within a specified time after the student's parents have been notified. Students may also be assigned for a period of time to the focus room.
4. Consequences for inappropriate behavior:

First incident- possible detention (must give 24 hour notice).

Repeated incidents- Once a teacher has assigned the same student a 3rd detention, a parent / teacher / student conference needs to be scheduled.

Failure to meet Student Responsibilities

Inappropriate/Unacceptable behaviors may include, but are not to be limited to the following list:

- Vandalism- purposeful destruction of property
- Fighting
- Throwing harmful objects (including snowballs)
- Insubordination- intentional defiance of authority as related to student welfare and conduct
- Verbal attack on staff - swearing at or threatening
- Extortion
- Threats
- Illicit Substances: manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:
 - Tobacco products or tobacco products of any form or substance
 - Electronic cigarettes, e-cigarettes, vaping devices or any other substitute form of cigarettes or vapor devices
 - Alcohol or any alcoholic beverages
 - Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statutes.
 - Steroids, human growth hormones or other performance enhancing drugs.
 - Substances purported to be illegal, abusive, or performance enhancing, including but not limited to, "look-alike" drugs, steroids, etc...
 - Other mood altering chemicals which can hinder the student's ability to learn or participate and which could cause damage to the student's health
 - Prescription drugs (medications) not issued to the student by a licensed physician.
- Theft
- Skipping or cutting class
- Violation of the computer/internet acceptable use policy.
- Printing or downloading of pornographic material from the internet
- Entering an athletic contest or extracurricular function without paying
- Taunting opponents, players, coaches, officials, actors, band members, DJ's, parents, chaperones, or others associated with athletic contests or extracurricular functions
- Hazing or hazing-type behavior
- Misuse of electronic devices
- Use of inappropriate language and/or swearing or gestures
- Use/possession of objects considered potentially dangerous: including but not limited to: lighters, razor blades, wallet chains, laser pointers, etc.
- Due to social and/or maturity differences, middle school and high school students should be limited in the time that they socialize/mingle in the hallways of the school. If school officials deemed that too much time is spent with this behavior between individuals or groups of students, consequences may be put in place to control such behavior.

Procedures to follow:

1. The staff member will send the offending student to the office where they will be assigned a location for a “cooling off” period.
2. The student may write an account of the incident.
3. As soon as possible after the incident, the staff member will complete a discipline report.
4. The administrator will review the student’s account and the staff member's report.
5. The administrator will confer with the staff member before meeting with the student.
6. The administrator will inform all the appropriate staff members of the student's assigned consequence.
7. The administrator will inform the student of the assigned consequence; the parent will be called or informed at that time, and a parent conference may be requested.
8. When the unacceptable behavior is a violation of the law, the principal will refer the student to the police.

Repeated incidents may result in the formation of a behavior contract. The period and type of consequences will be determined by the principal.

If suspended, the student is expected to complete all assignments missed.

Students who are suspended from school are not allowed on school property or in any school building or admitted to any school function.

Detention

Detention is an option for minor behavior infractions. Detention may be assigned for disrespect, failure to complete class work, lack of class materials, poor attitude, disturbing the class, mischief or other infractions determined by a staff member. It may also be used in lieu of suspension as a result of truancy, unexcused absences, or tardiness.

1. Students will be assigned detention by the principal, staff member, or teacher.
2. Detention will be held either before school, at lunch, or after school, depending on the availability of coverage.
3. Students will be given 24 hour notice.
4. Students are required to bring study materials and work on them or face additional disciplinary action.
5. Failure to attend will result in additional detention time, an in-school suspension, or an out-of-school suspension.

Focus Room

Use of the Focus Room may be to provide a less distracting work environment with assistance available, or it may be an option for minor behavior infractions.

1. Students will be assigned to the focus room by the administration or a teacher. Failure to report, when assigned, may result in an out of school suspension for the remainder of the school day plus the next school day. Students must surrender their cell phones and/or similar electronic devices to the office personnel while they are assigned to the focus room.
1. Students, who are on a behavior plan that has as a goal of learning to monitor their own behavior, may have the option to report on their own to the focus room.

2. Upon request students may be required to fill out a responsibility sheet or complete an alternative assignment (for example: write a report, write an apology, etc...) as a result of being sent to the focus room.

Cheating – Plagiarizing

To plagiarize is to take the ideas, writing, etc., of another and pass them off as one's own. Cheating is the intentional gaining of an advantage, or provision of an advantage, over another student, contrary to the directions of a teacher or parent. Any student who cheats or plagiarizes any assignment, quiz or test, will receive an "E" (a zero "0") for that assignment, the teacher will contact the parent/guardian, and possible referral to the principal's office and notification to parent and/or counselor. A repeated incident in the same classroom will result in additional consequences, up to and including zero credit for the marking period.

STUDENT CODE OF CONDUCT

Bullying

Bullying is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly. Bullying toward a student - whether by other students, staff, or third parties (parents, contractors, volunteers, etc.) is strictly prohibited and will not be tolerated in the Bellaire Schools. This prohibition includes written, physical, verbal, and psychological abuse which causes bodily harm, reasonable fear for personal safety or personal degradation. Bullying is prohibited during all "at school" activities, including activities on school property, in school vehicles, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function (field trips, athletic events, etc.) The complete Board policy governing this type of behavior, "Bullying – 8260" can be found online in the policy manual on the school's website.

Any student who believes he/she has been or is the victim of must immediately report the situation to the nearest adult (principal, teacher, counselor, volunteer, etc.). Consequences for violation of this section of the handbook include:

- **Notification to administrator, school counselor and parent/guardian with the consideration of the following: warning, detention, suspension, expulsion and/or referral to the Court system.**

Degree of consequences may vary based upon the severity of the violation. Any acts of bullying that involve fighting will be subject to those consequences as well.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports an incident, is thought to have reported, files a complaint, participates in an investigation or inquiry into allegations of bullying,

is prohibited and will not be tolerated. Suspected retaliation must be reported to the nearest adult as well. Making intentionally false reports about bullying will not be tolerated. Retaliation and intentional false reports may result in discipline action as indicated above.

Hazing

The act of *hazing is a crime in the state of Michigan and will not be tolerated by the District. The District will comply with Michigan law regarding any hazing incidents. Students engaging in any hazing or hazing-type behavior will be subject to disciplinary action that may include, but is not limited to, detention, suspension, or expulsion.

*Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organizations. Further, the term organization means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Gangs

Position Statement: Gangs are groups that pose a threat to public safety and order through violence, intimidation, harassment or other illegal activities. Gangs or gang activity will not be tolerated in Bellaire Public Schools. To provide a safe environment for all, gang identifying clothing, items and activities are strictly prohibited in school, or on school property, and at all school related events. Students violating the above regulations will be subject to disciplinary actions, and referral to police and/or courts. Non-students will be refused entry to school and school sponsored events, or be asked to leave.

Weapons

Weapons and replicas of weapons are prohibited on or in district property. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstance in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. All weapons possessed on or about a person while on district property are subject to seizure or forfeiture.

Weapons shall include, but not be limited to: firearms; knives; metal knuckles; straight razors; explosives; noxious irritating, or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents, or the public.

Incidents of students possessing weapons will be reported to the student's parent(s), and will be reported to law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

Harassment

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments, or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to a teacher/counselor or school principal.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is frequent, severe, ongoing, or pervasive and when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities; or
2. Submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
3. Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual discrimination
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties
- In addition, any form of retaliation against the complainant or witness is, in itself, a form of sexual harassment.

All reports of harassment shall be kept confidential and will be handled as per board policy. A copy of the Bellaire Public Schools' Sexual Harassment policy may be found in the Board of Education Policy Handbook. This policy handbook is available on the school's website.

Searches of Students

When it has been determined by the building principal that there is a reasonable suspicion to believe that a student is in possession of contraband, that student shall be ordered to report to the secondary office. This determination may be based on any information received by the building principal or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the administrator's office, the student shall be advised of the reason why he/she has been ordered to report to the office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, exterior clothing and accessories. Items that the

building administrator connected with criminal activity may remain in the custody of him/her until such items are turned over to law enforcement officials, and if this is done, the administrator shall receive a receipt for such items so delivered. All searches shall be carried out in the presence of an adult witness of the same gender as the student to be searched. The adult witness shall be chosen by the administrator.

If the student refuses to comply with this request, the administrator shall notify the student's parents and request that they come to the school at once. The building administrator shall advise the parents of the situation. If the parents of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified, and the matter turned over to an appropriate law enforcement agency. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the administrator shall notify law enforcement officials and inform them of the facts that give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant, if a warrant is required by law.

Once the building administrator has relinquished control of the student to the law enforcement officials, the administrator shall remain with the student and request to be present during any search of the student made by law enforcement officials on school property.

Suspected Substance Abuse

When a school employee notices a change of behavior, suspects a student is under the influence of an illegal substance, or suspects the student may have a substance use/abuse problem, the student will be referred. The district acknowledges that some students have physical, emotional, social, alcohol or other drug problems, including look alike and non-prescribed use of inhalants/solvents, which interfere with learning. The District may refer students to outside agencies on an individual basis.

Use of Breath Test Instruments/Canine Searches

The secondary administration may arrange for a preliminary breath test for blood-alcohol to be conducted on a student whenever she/he has reasonable suspicion to believe that the student has consumed an alcoholic beverage and the student has consented to or requested that the test be given. If the student does not consent to the test, the parent/guardian will be contacted to obtain consent. If the parent/guardian does not give consent to the test, it will be reported to the appropriate law enforcement agency.

The following procedure will be followed:

1. The student will be taken to a private administrative or instructional area on school property. At least one other member of the teaching or administrative staff will be present as a witness to the test. If the student refuses to take the test, their refusal to participate leaves the observed evidence of alcohol use unrefuted, which will lead to disciplinary action. The student will be asked to sign a refusal statement. Regardless of whether or not she/he signs, a written report of the incident will be prepared.

2. 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.
3. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the handbook will be followed. Parents will be notified of the test results. If evidence of use has been detected, law enforcement officials will be contacted.
4. If a staff member accompanies students on a school related activity off school grounds and has reasonable suspicion to believe that a student has consumed an alcoholic beverage and no test instrument is available, the staff member will make a written record of all facts upon which an opinion that the student has consumed an alcoholic beverage is based. Since the staff member is responsible for the welfare of a student who may be intoxicated, she/he will supervise the student until she/he is returned to the custody of his/her parents or law enforcement official.
5. In order to assure a safe environment for all students, the Board of Education has revised the canine search policy and now requires a minimum of one random canine search of the building and parking lot each year. Additionally, the building administrator may utilize canines to detect contraband whenever there is reasonable suspicion that an illegal substance may be present in the school.

EXPULSION

Any student whose behavior seriously disrupts the learning of other students, or is harmful to the health and well-being of the school community, may be expelled from school. When corrective disciplinary action has not resulted in improved behavior, or the student repeats a severe violation of the school's operating code, then the principal may recommend to the school board that the student be expelled from school. Some inappropriate, unacceptable, and unlawful offenses carry a mandatory suspension or expulsion from school. Expelled students are not allowed in the school buildings or admitted to any school function.

*Students will be permanently expelled from school if they possess a firearm on school property, on a school bus, or at a school-sponsored event.

Extended suspension, expulsion or permanent expulsion will be considered for students, in accordance with State law, for the following offenses:

- student possession or use of a dangerous weapon other than a firearm;
- intentionally or knowingly causing injury to another with a weapon;
 - threatening another person with a weapon;
- student commits, is convicted of, or pleads guilty or no contest to, committing arson in a school building or on school grounds;
- student commits, is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct in a school building or on school grounds;
- a physical assault against a School District employee, volunteer, or contractor;
- a physical assault against another student;

- a bomb threat or a similar threat directed at a school building, other school property, or a school-related event; or
 - other behavior that seriously disrupts the learning of other students, or is harmful to the health and well-being of the school community.

Due Process of Law

Students have a right to due process of law. This means a student is entitled to be advised of the charges against them, and to have an opportunity to present their version of the incident. This could include a hearing with the principal and parent. In certain situations of a more serious nature, suspension may be immediate with a hearing arranged as quickly as possible.

HEALTH GUIDELINES

First Aid

Emergency phone numbers must be available in the middle school office in the event we cannot reach you at home. For the health and safety of all students, students who are sick cannot be kept at school. Please update the emergency information by calling the office as family situations, addresses, and phone numbers, etc. change.

Please inform the school of any allergies, illnesses or handicaps that may require special treatment (bee stings, diabetes, asthma, etc.).

School personnel can legally administer normal first aid, such as washing and bandaging cuts and abrasions. However, no medication, including aspirin, can be given to a student unless the parent's/guardian's and the physician's signature are on a medication form. These forms are available in the office. Medication must be in the original container with both the physician's name and the dosage clearly visible. Only the prescribed dosage will be administered.

Head Lice

In order to prevent head lice infestation from becoming a problem among our students, please caution him/her from sharing combs, hats, or other clothing and check his/her head periodically. If evidence of head lice is found, please treat your entire family and home according to customary procedures. (Your local pharmacist, the health department and the school can provide detailed procedures to follow.) Several nonprescription treatments are on the market to eliminate lice and their nits. Kill the lice by following all the steps as directed. Removing all the eggs is the most important step in ending lice infestation. Symptoms of lice include intense itching of the scalp, lice on the scalp, and eggs (nits) on the hair shaft. The eggs appear as tiny white specks firmly attached to the base of the hair shaft. It would be helpful to examine your child often to catch an infestation as early as possible. Any student with live lice (or nits within one-quarter inch of the scalp) will be sent home from school. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. Parents should remove nits daily and treat if live lice are observed. Your cooperation in notifying the school when your child has head lice helps us to remain proactive and preventative.

Immunizations

Immunization requirements set by the Michigan Department of Public Health for attendance at school. The Antrim County Health Department has an immunization clinic. You must call for an appointment.

Illness at School

Students that become ill at school should report to the principal's office. They will, if necessary, be excused to go home after the school has contacted the home or an authorized person named on the information card and received instructions. All checkouts **MUST** be made through the principal's office. In the event that we cannot reach a parent/guardian at home, the ill student will be cared for in the office. We will not send an ill student home to an empty house unless previously given written permission by the parent/guardian.

Administration of Medication in Schools

Definition: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen) applied as drops to eye or nose, or applied to the skin.

Procedures:

1. The student's parent/guardian(s) must provide the school with written permission and request to administer medication.*
2. Written instructions that include name of student, name of medication, dosage, time to be administered, route of administration, duration of administration, and physician's signature must accompany the medication.*
3. A parent/guardian should bring medication to school unless other safe arrangements are necessary and possible.
4. All medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company, and labeled with dosage and frequency of administration.
5. No dosage or time administration changes will be instituted except by written instruction from the physician after the initial request.
6. Prescription and medication supply renewal will be the responsibility of the parent/guardian.
7. Parental or guardian request/permission and physician's instructions will be renewed annually, or more often if necessary.
8. The parent/guardian will pick up medication left over at the end of the school year or the school will appropriately dispose of the medication, and record this disposal on the medication log.

Procedures for Student Self-Administration/Self-Possession

Definition: Self-administration means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person. This allows for immediate and self-determined administration. (i.e.: inhalers, epi-pens, etc.)

Procedures:

1. The student's parent/guardian must provide written permission and request to the school to allow student to self-possess and self-administer medication.*
2. Keep all medication in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.

Liability clause from Section 380.1178 of the Michigan School Code: Administration of medication to pupil:

“A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct”.

* Required by Section 1178 of the Michigan School Code

** Recommended when medication is a Schedule II controlled substance (i.e. Ritalin).

GENERAL INFORMATION

Backpacks

Backpacks, cinch sacks, cinch packs, satchels, gym bags, or similar items must be placed in your locker upon arrival at school. They will not be allowed in classrooms, the hallways or the cafeteria due to safety concerns. The only exception is when a student is going to/from their assigned physical education class.

Dress

1. Inappropriate language/signs/symbols worn on clothing or as body art shall be prohibited. Inappropriate clothing can include, but is not limited to:
 - a. Attire with offensive language, innuendos, or language which promotes tobacco, alcohol, or other drug use.
2. Bare midriffs, halter-tops, tube tops, tank tops with arm holes that expose the torso, torn clothing AND mesh tops are not acceptable; undergarments shall not be exposed. All shirts and blouses must cover to the waist and be appropriate to the school environment. Also unacceptable:
 - a. Tops and dresses with straps less than one inch wide, and
 - b. Dresses, skirts or shorts that are deemed too short by the administration.
3. All gang identifying symbols, chains, and other items determined by the administration to be unsafe, illegal or inappropriate for school are prohibited.
4. Pants or shorts worn below the waistline are considered inappropriate unless covered by a shirt. Undergarments should not be exposed.
5. Hats and other head covering MUST be placed in lockers upon arrival and remain there until leaving the building. Hats/head coverings may be confiscated due to continued violation of this rule.

6. Coats or jackets must be placed in lockers upon arrival and remain there until leaving the building.

Bus Travel - Guidelines for students riding the bus

Parents are asked to review these guidelines with their children:

1. Students must be at the designated bus stop 10 minutes prior to their scheduled pick-up time. Please be prompt.
2. Students may be required to walk some distance to a bus stop as required by the State Regulations.
3. Students should observe classroom conduct while riding the bus (except for ordinary conversation). Eating of food or drinking of beverages is not permitted on the school bus.
4. Students must keep head, arms, and hands inside the bus and remain seated at all times.
5. Bus drivers must receive written permission from parents, (authorized by the school office) if students are to get off the bus any place other than their regular stop.
6. Students should avoid unnecessary, disturbing noises. The driver should not be distracted while the bus is in motion.
7. Fighting, pushing, shoving, or other rowdy behavior will not be tolerated.
8. Each bus driver may make reasonable rules governing the conduct of students such as assigning seats.
9. Students should maintain appropriate conduct at the bus stops.

Bus Travel- Guidelines for students riding the bus

When there has been a violation of rules, the student will be given a slip notifying parents, and the following procedures will be followed:

***First Incident-** A parent must sign the slip and have the child return it to the bus driver

***Second Incident-** A parent must sign the slip and the parent and the student must have a meeting with the driver and the principal before the child will be allowed back on the bus.

***Third Incident-** A principal will call the parents to set up a meeting with the driver and the student to discuss the 3rd bus ticket. The child may be suspended from riding the bus for up to three days.

***Fourth Incident-** The child may be suspended from riding the bus for the remainder of the year. School transportation will continue to be used between the EL and MS/HS buildings unless a parent is able to pick up/drop off their child at the elementary school in the morning and/or afternoon.

*For behavior deemed flagrant by the transportation supervisor, the incident steps will not apply and suspension may be immediate. Additional consequences may occur.

Due to the limited number of bus routes students cannot ride any other bus other than the one that they are assigned to. Students will need a bus pass if they will be getting off at an alternate location on their assigned route. We believe that with the cooperation of students and parents, the trip to and from school will be a safe and enjoyable experience for all children. Thank you in advance for your cooperation.

Cell Phones/Electronic Devices

We recognize that many students possess and depend upon electronic communication devices such as cell phones. Many parents keep in contact with their students through their use as well. We ask that you recognize that a classroom is a work environment and in order to maintain an orderly environment and to maintain the academic integrity of our school we are asking for your cooperation. If you need to contact your student immediately, please call the office. Students may use their cell phones to place calls or send text messages before school, between classes, at lunch, and after school. Students using their phones between classes will be considered tardy if they do not reach their class prior to the tardy bell. Phones cannot be used during class without first gaining permission of the teacher. During class time, devices must be turned off – not set on vibrate – but turned off. Ringing cell phones, vibrating cell phones and sending/receiving text messages are disruptive during class time. The use of iPods, MP3 players etc. should also be only before school, during lunch, and after school. Taking exception to what a teacher has said, assigned or graded is not deemed an emergency!

Bellaire Public Schools is not responsible for loss, damage, or theft of electronic devices at any time they are on school property or in school transportation vehicles. We advise that all electronic devices (MP3 players, cell phones, IPODS, etc...) be left at home. Due to the extreme value of many of today's electronic devices, theft cases must be handled by parents through the local police agencies as it often considered a crime or legal offense.

Students who use any electronic device to send or receive personal messages, data, or information that would constitute cheating on schoolwork, tests, examinations, etc. shall be punished under the student handbook rules pertaining to cheating and may be disallowed from carrying any personal communication devices in the future.

Failure to follow the above expectations will result in the following consequences:

- 1st Offense: Teacher warning and confiscation of the device. Student may pick up the device at the end of the hour from the teacher.
- 2nd Offense: Device is confiscated and the student may pick up the device at the end of the day from the office.
- 3rd Offense: Device is confiscated and the parent/guardian must pick it up the device from the office.
- Repeated offenses – Further disciplinary action which may include detention or suspension
- In the case of violation of privacy through unauthorized photography or recording, the matter could be referred to law enforcement.

Driving and Parking Lot

1. Use of the parking lot is a privilege and not a right; as such, students may lose the ability to use the parking lot if they violate driving and parking lot rules.
2. The high school parking lot is for high school student use only – middle school students are not allowed to park motorized vehicles (snowmobiles, mopeds, etc...) in the high school parking lot.
3. Drive carefully - **do not** exceed five (5) m.p.h. in the parking lot areas.

4. Park only in the north parking lot. The south side of the lot and the west side along the gym, is reserved for faculty, visitors and handicapped. Do not loiter in automobiles; the parking lot is off-limits to all students during the school day without first gaining permission from the office.
5. Report violators to the principal.
6. Driving regulations apply to all motor vehicles - automobiles, motorcycles, snowmobiles, mopeds, etc.
7. Vehicles are to be legally parked- this means between painted yellow lines, and in such a manner as to allow the safe passage of other vehicles through the parking lot.
8. Violators will lose their parking privileges and be ticketed by the police if appropriate.

Lunch Period

1. Students in the building must stay in the cafeteria area during their lunch period.
2. STUDENTS IN GRADES 6 -11 must remain on school grounds during lunch period.
 - a. Leaving school grounds without permission during the lunch period is considered to be unacceptable behavior and will result in a suspension for the balance of the day.
 - b. Parents of students in grades 6 through 11 may pick up their students for lunch. This is the only exception to the closed campus policy.
3. Students in grade 12 may leave school grounds during lunch. Students tardy more than 3 times a semester after lunch will not be permitted to leave school grounds during lunch.
4. Failure to return from lunch is dealt with as skipping and will be subject to administrative discipline.

Cafeteria

A nutritious breakfast and hot lunch, including milk, is offered to all students each day. In addition, we provide an ala carte menu of salads or sandwiches to meet the varied needs of students. Students are expected to pay for their lunch through the electronic pay system that is provided to everyone. Parents may pay for all the students in the family with one check, cash, or via the credit card option. Students must pay for their lunches in advance. Generally, deposits made prior to 10:00 a.m. will allow the student to eat for that day. Students may also bring their lunch from home and will use the cafeteria during their lunchtime. Lunchtime should be a time of relaxed conversation while enjoying one's meal. We expect students to respect the right of others during this time and to exhibit appropriate manners and behavior.

With the exception of water, all food and drinks are to be consumed in the cafeteria.

Computer Lab

1. The lab is open to students each day of the week unless a class is scheduled into the lab.
2. Students must have a pass from the assigned teacher and/or teacher occupying the lab or be accompanied by a teacher.
3. Students must sign up to use the lab during lunch, and before or after school. They will be served on a first come, first serve basis.
4. Anyone who violates the copyright laws, or the posted rules of the lab, will no longer have privileges to use the lab.

Media Center

Students wishing to use the Media Center must have a pass from their sending teacher. Media Center hours will be posted outside of the media center.

Lockers

Lockers are provided for students in grades 6-12. The students are responsible for keeping their combinations confidential. School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by the school administration for any reason at any time, without notice, without student or parental consent, and without obtaining a search warrant. The district reserves the right to have any law enforcement agency having jurisdiction over the school assist in conducting searches of lockers.

The administration is authorized to utilize canines whose reliability and accuracy for detecting contraband has been established to aid in a search when there is reasonable suspicion that there is contraband on school owned property. An indication by the dog that contraband is present on school property shall be reasonable suspicion for further search by school administration. In addition, there will be a minimum of one canine search during each school year.

Students may be fined if their locker needs more than average maintenance during the summer.

Field Trips

Field trips are an excellent extension of the total school program. Classes may take educational field trips for educational purposes through the year. One permission slip to cover all field trips will be sent home at the beginning of the school year. This permission slip must be signed by a parent and returned to school before students may participate in any field trip. Whenever your student has a field trip, you will be notified by note, stating where he/she will be going, time of departure, cost, whether or not a lunch is needed, and the approximate time of return. Students can order a school lunch for field trips if it is ordered 1 day in advance. The price for a sack lunch is the same price as a regular lunch.

Field trips and class trips (ex: Washington D.C.)/Extra events (ex: dances, assemblies) are a **privilege not a right. Due to behavioral or academic concerns during the school year students may lose the privilege to attend any/all field trips as determined by the administration. Individual teachers (with administrative approval) may request a meeting with a parent and student to set up guidelines/contract (academic or behavioral) for participating in field trips/class trips/or extra school events.

Leaving Supervised Areas

Due to safety concerns, any student who leaves school grounds (or a specified area designated by an adult) during the school day, field trip, athletic event, or school-sponsored event may be suspended from school and/or suspended from attending/traveling to future events.

Respect for School Property

Our school is a reflection of students, staff, and community. For students and staff, it is their second home and should be treated with respect and care. Deliberate destruction or damage to school property will result in prosecution and full monetary remuneration by the individuals involved.

Supplies / Textbooks

Students will be provided with textbooks for most subjects. The responsibility for the return and condition of each book belongs to the student. Fines will be charged for lost and misused textbooks. No additional books will be issued until fines are paid.

Visitors

Visitors must report to the principal's office. Visitors are welcome to inquire about our school schedule, policy, programs, etc. Tours will be conducted by the principal or counselor. Student visitors will NOT be allowed to attend classes.

Loitering on School Property

1. Persons causing any disturbance to school programs, activities or property will be requested to leave the school property at once.
2. Failure to leave the premises when requested to do so by the school authorities will be considered reason for immediately calling the police and signing a proper legal complaint by the school official as necessary.
3. Students are not to be in the building before or after school unless for a specific activity that is supervised by staff members.

Working

All minors (under 18 years of age) must obtain a Work Permit from the high school office in order to be legally employed.

1. To obtain a work permit, students should request an "Offer of Employment and Request for Working Permit" from the office.
2. After the student and potential employer complete the form, return it with documented proof of age (birth certificate, baptismal certificate, passport, hospital record of birth) to the high school office.
3. The application will then be reviewed and issued according to the Youth Employment Act.**
**State of Michigan Both Legislature, Public Act 90 of 1980. (Lansing, MI 1981), Sec. B22. (409.106 of Michigan Compiled Laws.)

Age of Majority

When a student becomes 18 years of age, they will have reached the age of majority. School rules and regulations apply to all enrolled students regardless of chronological age.

WHAT IS THE PURPOSE OF THE MIDDLE SCHOOL?

The Bellaire staff and community recognize the middle school years as one of transition for students. No longer children, and not yet adults, these students need time to adjust to their

changing physical, social, and emotional selves. The Bellaire Middle School addresses these needs by providing a flexible, holistic approach to curriculum that is student oriented rather than subject oriented, and by fostering a climate of oneness, understanding, and trust that maximizes success and encourages independence.

The Bellaire Middle School recognizes that middle school students need to be aware of their great potential for developing into contributing members of society. To develop this potential, the middle school, while continuing the process of learning and reinforcing previous learning, must teach students how to think creatively, analytically, independently, to understand and use the basic skills necessary for a productive life, to redefine or formulate their own sense of moral and ethical values, and to develop compassion for others and responsibility for their own actions. Through this emphasis on the development of the total person, the Bellaire Middle School will help students find their special places in the school community and in society.

WHAT IS SPECIAL ABOUT THE MIDDLE SCHOOL?

Students, ages ten to fourteen, have special needs because they are going through a transition from childhood to adulthood. Socially, they desire peer acceptance and approval, yet strive for individuality. Physically and emotionally they experience a wide range of differences in sexual maturation, motor coordination, attention span, and mood swings. They need information about these changes and a supportive environment, which facilitates this metamorphosis. Instructional methods should be employed that address the individual learning styles that result in the mastery of concepts. The middle school must provide a program that meets these special needs and accommodates these characteristics. The primary focus should be helping each student to utilize their own potential, to explore their own thinking, and to become an effective citizen.

WHAT ARE THE GOALS OF THE MIDDLE SCHOOL?

1. To create a student centered environment that accommodates the students' physical, social, and emotional characteristics.
2. To provide a success oriented system of evaluation with frequent positive reinforcement.
3. To strengthen the basic skills and challenge students through enrichment experiences.
4. To create an integrated curriculum and a flexible schedule.
5. To create a cooperative climate that fosters a cohesive middle school community.
6. To provide the services, facilities, and equipment to meet the special needs of emerging adolescents.
7. To utilize instructional methods that addresses the various learning styles of students.

Internet/Computer Acceptable Use Policy*

Students, parents, and teachers who use district computers and who are responsible for setting up and using an internet account through the Bellaire Public Schools must read the following terms and conditions. After having read the conditions and terms and signing an agreement to the conditions and terms set forth, an individual may begin using the computers and internet at the Bellaire Public Schools. Violation of the agreement may result in any or all of the penalties listed:

1. Loss of computer/internet privileges for a term or a school year
2. Suspension from school

3. Payment for damages, in replacement dollars, including servicing of equipment for damages by misuse and violation of this agreement
4. In extreme cases, such as deliberately planting a virus or worm, expulsion may be a consequence.

*Please note that internet filters used by TBAISD and Bellaire Public Schools automatically flag inappropriate content. Notifications are sent to the school administration who will view the material to determine if any consequences need to occur. This includes content visited/created by students while using the school network resources and all web applications contained in school issued accounts, including email sent and received. Administration reserves the right to access student data at any time they feel is appropriate.

Goals

The goal of computer usage and access to the internet is to establish collaboration and exchange of information between and among individuals and between other schools and institutions. Bellaire Public School District, through the use of computers and the internet, encourages personal growth in technology, information gathering skills, and communication skills.

Responsibilities

Each user must recognize the responsibility in having access to vast services, sites, systems, and people; therefore, the user is responsible for his/her own actions in accessing network services.

Users have a responsibility to other users of the network to be as knowledgeable as possible about the computer and areas of the internet that they are using. The user will abide by the policies and procedures of all networks and systems that are accessed.

It is the user's responsibility to keep a log of all time spent on the internet using his/her account and should include the date, time, and description of his/her activity.

It is the user's responsibility to periodically check his/her e-mail and delete messages as soon as possible to avoid overloading the network system. The network administrator will clean the system every two weeks.

Penalties

The use of the Bellaire Public Schools computers and the internet is a privilege, not a right, which may be revoked at any time for abusive conduct. The penalties listed above will apply to all abuses of the computers and the internet. Such abuses include, but are not necessarily limited to:

- Placing unlawful information on a system
- Use of abusive or objectionable language in either public or private messages
- The sending of chain letters or broadcast messages to lists of individuals which would cause congestion or interfere with the work of others
- The sending or receiving of any pornographic or inappropriate materials or test files or files dangerous to the integrity of the network

- The use of another user's account without the proper authorization of the user and the network administrator
- Users have the responsibility for all materials used under their accounts. Failure to report any of the above violations will result in the termination of their account and other possible penalties.
- The deliberate downloading of or implantation of a computer virus or worm.
- All users will be expected to obey the copyright laws

ATHLETIC HANDBOOK

Introduction

Bellaire Public Schools provide a comprehensive athletic program for the benefit and enjoyment of its students. Participation in athletics is a valuable component of the total educational program provided by the school district. Students are encouraged to participate in the athletic programs provided by the district and should do so with the expectation of enhancing their educational experience while at Bellaire Public Schools. The primary focus of the school district is academic in nature; participation in athletics is optional, a privilege, and not a right. The handbook that follows is intended to provide guidelines for participation to ensure the maximum benefit for all students. Bellaire Public Schools is a member of the Michigan High School Athletic Association (MHSAA) and does, therefore, abide by the rules of that organization. Many of the guidelines presented herein are adopted from that organization and the National Interscholastic Athletic Administrators Association (NIAAA).

Coverage

As long as they are enrolled at Bellaire, student athletes are subject to the athletic handbook commencing with their first day of practice or play or on their first day of the sixth grade, whichever comes first, and does not expire until the last date of practice or play or until the student athlete graduates from Bellaire High School.

Philosophy and Sportsmanship

Interscholastic athletics are an important and integral part of the total educational program. Athletics exist to enhance the students' educational program providing for the physical, emotional, and social development of the participant. Athletics provide an arena where athletes may practice a newly acquired skill, learn problem solving techniques, experience team participation, develop leadership skills, and better assess individual strengths and weaknesses, as well as prepare to be healthy and fit people throughout their lifetime.

Bellaire Public Schools adheres to a no cut policy. Under MHSAA guidelines, the district will provide the maximum amount of uniforms. The athletic director, in concurrence with the head coach, will make the final decision on the number of athletes to be dressed for each contest. Many variables will be taken into consideration before making such a decision. In general, the following will apply:

<u>Middle School</u>	The middle school program is an instructional program. The emphasis at this level is the development of sportsmanship, cooperation, team play, positive attitude towards others and self, physical fitness, and the basic skills necessary to participate in and enjoy a particular sport. Competition of an interscholastic nature is provided as a means of practicing the above characteristics. The goal over the course of the season is to achieve equal playing time opportunities. Playing time at this level is recognized as contest time to check skill level acquisition. Everyone on the team in good academic standing will participate in the game but may not receive equal playing time at every contest.
<u>Junior Varsity</u>	The junior varsity program continues the instructional program started at the middle school/freshman level. Personal attributes mentioned above are enhanced by increased levels of skill attainment and by the general increase in the complexity of drills and an enhanced level of competition. Every attempt will be made to get all athletes in good academic standing in the game, but this may not be possible in a close contest.
<u>Varsity</u>	The emphasis remains on the individual development of positive attitudes, team play, self-esteem, sportsmanship, and physical fitness, while exposing the athlete to the highest level of interscholastic competition. At this level the ultimate goals are to follow the district guidelines in the student handbook, developing responsible student-athletes, and to win. In some game situations, not all team members may be able to participate.

Parent/Coach Communications

It is a necessity for parents of our athletes and for our coaches to have an open line of communication. As our youth become involved in athletic programs both here and outside of school they will experience some of the most rewarding moments of their lives. It is important, however, to understand that there also may be times when things do not go as well or the way you or your child might wish or expect. At these times, discussion with the coach is not only encouraged, but also necessary.

Issues or concerns which are appropriate to discuss with coaches would include such things as the following:

- The philosophy of the coach,
- The expectations of the coach regarding your son or daughter (the athlete's role on the team),
- Ways to help your athlete improve,
- Team discipline which results in the denial of your athlete's participation
- Concerns about your athlete in general, or
- Academic support, eligibility issues, potential college opportunities.

There are however, issues which are NOT appropriate for discussion and must be left to the discretion of the coach. Those would include such topics as:

- Team strategy,
- Play calling,
- Playing time, or
- Other student athletes

There are situations that may require a conference between the coach and the parent. Such conferences are encouraged. It is important that both parties involved have a clear understanding of the other's opinion. When these conferences are necessary, the following procedure should be followed to help promote a positive resolution to the issue of concern:

- Call the coach to set up an appointment.
- If the coach cannot be reached, call the Athletic Director at 231-533-8015 ext. 241 and they will attempt to set up the meeting.
- Under no circumstance should a coach be confronted before, during, or immediately following a contest or practice. Such times are often emotional for the parent and/or the coach. Such confrontations would not likely promote a resolution. Use the 12-hour rule...wait to discuss a situation with a coach at least 12 hours after the contest or practice to meet where concerns may be expressed privately and where confidentiality may be observed.

If such a meeting results in your not being able to resolve your concerns, the following "chain of appeal" should be followed:

- Varsity Head Coach of the sport if the original concern was with a JV or MS coach; if not resolved,
- Athletic Director, then
- Building Principal, then
- Superintendent

(Please understand that there is a completely separate appeal process when athletes have been charged with an Athletic Code Violation.)

Both parenting and coaching are extremely difficult vocations. Both require tough decisions that will not always be readily understood by those who may not know the situation. Just like parents, coaches do the best that they can – they are professionals. They make judgment decisions based upon what they believe to be in the best interest of all students/athletes involved. In a society that places such an emphasis on competition and winning, a coach is always under extreme scrutiny and nearly every decision (even when the team is winning) is under question by someone. Not everyone will be satisfied all the time. Consequently, the need exists to work at establishing a positive parent/coach relationship via honest, sincere, and open communication in which we always assume that all parties have the best interest of all students/athletes in mind.

Athletic Activities

Bellaire Public Schools sponsors the follow athletic activities. Some are only available when student interest and numbers warrant them:

Boys' Fall Sports

Varsity Football
Varsity Soccer (Co-ed)
Cross Country Club
MS Football

Girls' Fall Sports

JV and Varsity Volleyball
Varsity Soccer (Co-ed)
Cross Country Club
MS Volleyball
Varsity Cheerleading Club

Boys' Winter Sports

JV and Varsity Basketball
Bowling Club
MS Basketball

Girls' Winter Sports

JV and Varsity Basketball
Bowling Club
MS Basketball

Boys' Spring Sports

Varsity Baseball
Varsity Track
MS Track

Girls' Spring Sports

Varsity Softball
Varsity Track
MS Track

There is a participation fee associated with participating on all recognized school athletic teams. For Middle School athletes, the fee is \$35/sport/athlete, with a maximum of \$85/athlete/school year. For High School athletes, the fee is \$50/sport/athlete, with a maximum of \$125/athlete/school year. **Participation fees do not guarantee playing time – they are simply to help offset some of the expenditures of athletics.** Fees are expected to be paid to the athletic office or main high school office during the first week of practice for each sport. Participants on club teams will not pay participation fees described in this section. Club teams receive no financial support from the school district and all costs are paid for by the participants. Participants on club teams are still covered by all the rules and regulations of the Student/Athlete handbook as well as regulations set forth by the MHSAA. Each term a large percentage of the student body participates in athletic programs provided by the district and that trend is expected to continue.

Athletic Code of Conduct

The overall student code of conduct, as outlined in the student handbook, applies to all athletes. Participation in athletics at Bellaire Public Schools is voluntary and a privilege that brings with it certain responsibilities. The following Code of Conduct is provided to assist student athletes in developing positive attitudes and behaviors that will enhance the athletic experience.

A. Michigan High School Athletic Association (MHSAA) Eligibility:

MHSAA eligibility requires that a student who competes in any interscholastic contest must be enrolled in a high school no later than the fourth Friday after Labor Day (1st term) or the fourth Friday of February (2nd term) be enrolled in at least 66 percent of a full credit load potential for a full-time student in the school for which he/she competes, as well as being under nineteen (19) years of age, with the exception of a student whose nineteenth (19th) birthday occurs on or after September 1st of a current school year, that student is eligible for the balance of that year. A student shall not compete in any branch of athletics who has been enrolled in grades nine (9) to twelve (12), inclusive, for more

than the equivalency of eight (8) semesters. The 7th and 8th semesters must be consecutive. Student athletes must have a completed and signed MHSAA physical card with parent permission and proof of insurance or an insurance waiver on file in the middle/high school office every year before practicing with any athletic team. If any changes in insurance coverage occur during the school year, it is the athlete's responsibility to bring those changes to the middle/high school office. The school is not responsible for covering the costs of injuries sustained during practice, games, or scrimmages.

B. Summer and Holiday Practices

When scheduling, the head coach will meet with the athletic director to discuss practices. The athletic director will set and maintain the master practice schedule utilizing seasonal coaches for input and giving full priority to in-season sports. Practices must be in compliance with MHSAA guidelines. Vacation and holiday practice schedules are always voluntary. Practices should not exceed 2.5 hours.

School vacations and personal commitments, along with grade level of participants, will be of major consideration when determining practice schedules. Sunday practices are discouraged and shall not be mandatory. **The athletic director must approve of all Sunday, vacation, and holiday practices.**

Out of season practices may be conducted pending adherence to MHSAA guidelines and building policy as determined by the athletic director and the building principal.

C. Snow Days and Cancellations

On days that school is canceled for inclement weather, the superintendent may use his/her prerogative in scheduling activities for the day. Any practices that may occur will be completely voluntary in nature and would involve only varsity athletes. Permission to hold practice on cancelled school days must be approved by the athletic office.

D. Academics

The BPS Board of Education has established academic standards for participation in interscholastic athletics that exceed those set forth by the MHSAA. Students meeting these standards are eligible to participate in athletic contests.

1. Students are to be enrolled in at least four full credit classes, have a minimum GPA of 1.835 (73%) for the last marking period, and be passing all of their classes for the present marking period.
2. Throughout the school year, a weekly eligibility check will determine if a student is passing each of his/her assigned classes. **Eligibility grade checks will begin with the Thursday prior to the first schedule game/contest/event of that specific sport season.** If a student athlete is not passing one (1) or more courses, he/she will be placed on probation for a period of five (5) school days.
 - a. Eligibility will be turned in by noon on the Thursday of each school week.
Students must have all assignments turned in by the end of the day on

Wednesday for the purposes of determining eligibility unless other arrangements have been made with the teacher.

- b. The probationary period will be in effect from the Sunday morning following the eligibility check to the Saturday night (11:59 p.m.) of the next eligibility check.
3. During this probation period, the student athlete may still practice and participate in athletic events. Parents, guardians, and athletes concerned about their academic status are encouraged to contact their teachers at the first signs of academic difficulty.
 - a. The Athletic Director will send a letter to the student and his/her parent/guardian(s) when the athlete is placed on academic probation.
 - b. It is the student athlete's responsibility to contact the subject area teacher(s) of the subjects(s) he/she is failing to discuss what must be done to return to passing status. This contact should take place by the end of the school day on Monday of the probationary week.
4. After the five (5) day probationary period, those student athletes who raised the grade/grades in question to passing status are removed from probation and may play in games with no penalty.
5. If a student athlete, after the five (5) day probationary period, is still failing one or more courses, he/she will then be determined ineligible for athletic competition. The student athlete will continue practicing with the team, but will be unable to participate and dress for athletic contests and will remain ineligible until he/she returns to passing status.
 - a. The student athlete will be ineligible from the Sunday morning following ineligibility checks to the Saturday night of the next eligibility check or until the Sunday morning of the week he/she returns to passing status.
 - b. If a student athlete remains academically ineligible for two consecutive weeks, the student athlete will not be allowed to travel with the team to away contests or events.
 - c. If a student athlete remains academically ineligible for three (3) consecutive weeks, they will be removed from the team for the remainder of that season.
6. After each marking period, those students with a grade point average under 1.835 will be ineligible for the first full week of athletic competition. The 1.835 is calculated based upon each nine-week quarter grade. This does not apply to student athletes that were removed from their team due to ineligibility for three (3) consecutive weeks but have brought their grade point average above the 1.835 level prior to their next sport.
7. Students with a grade point average under 1.835 are considered to be on probation every week until their marking period GPA is 1.835 or higher. Students subject to the grade point average weekly review will become immediately ineligible for the following week when their GPA falls under 1.835 and/or they are failing a class.
8. This academic policy will be implemented during the last term of all BPS students' sixth grade year.
9. The school district reserves the right to amend the academic requirements for students with special needs as authorized or required by law.

E. Daily Eligibility:

1. To be eligible to compete in an athletic event or practice, a student athlete must be present in all scheduled classes for the day for which the event or practice is scheduled;

important reminder: students late to a class beyond ten (ten) minutes will considered absent and will not be able to participate.

Exceptions:

- a. If the student athlete's absence was pre-arranged with the principal or athletic director and was due to a medical or legal appointment, or to attend a funeral or the student's absence was deemed unavoidable by the principal or athletic director as a result of mitigating circumstances beyond the athlete's control.
- b. If the student athlete's absence is due to a regularly scheduled school sponsored activity such as a class field trip or an athletic event.
- c. If a student athlete is suspended (in-school or home) from school, they **will not** be able to participate in or attend a scheduled contest or practice with the team.
Administrators give all school suspensions.
- d. If a student athlete is in the focus room for any part of the day, he/she may be allowed to participate in or attend scheduled contests of practices as long as it has been approved by the administrator.
- e. Any student-athlete who is academically ineligible or is serving an athletic code violation may not travel with their team if the team is leaving school early for an athletic contest or any other scheduled team event.

2. The coach and athletic director will determine if an athlete can participate in an event when the student-athlete has missed a predetermined number of practices. This determination needs to take place prior to the first scheduled contest for the sport in question and will be put in writing by the head coach of that sport as approved by the athletic director. A copy shall be made available to the athlete prior to the first scheduled contest date and a master copy kept on file by the coach.
3. Athletes need to inform their coaches when prearranged appointments and family trips will result in missing practices and contests. They should also discuss with their coach how these absences might affect their participation/playing time.
4. Detentions and/or other disciplinary measures accrued by student-athletes must be served before attending practices or contests scheduled on the day of the detention/disciplinary action; athletes are not to use practice, bus departures, or contests as a reason to avoid discipline.

Athletics are a privilege, not a right. Classroom behavior and adherence to school policy is demanded of our athletes. Failure to follow the overall student code of conduct or attend assigned disciplinary stations such as detention in order to attend practice, leave with a team on a bus, or participate in an athletic contest will result in the following consequences:

- 1st violation: sit next contest date
- 2nd violation (same season): sit next three contest dates
- 3rd violation: off team

Coaches and other staff are to notify the athletic director of any and all situations involving their student athletes. It is the joint responsibility of the coach, the athlete, the athletic director, and other staff to monitor the application of this rule on a case-by-case basis.

F. Personal Conduct:

3. The use, possession, concealment, distribution, sale, or state of being under the influence of the following substances is strictly prohibited and shall subject the student athlete to penalty under the Athletic Code of Conduct, regardless of the geographical location of the offense.
 - a. Tobacco, or tobacco products of any form or substance.
 - b. Electronic cigarettes, e-cigarettes, vaping devices or any other substitute form of cigarettes or vapor devices
 - c. Alcohol, or alcohol products of any form or substance.
 - d. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statutes.
 - e. Steroids, human growth hormones or other performance enhancing drugs.
 - f. Substances purported to be illegal, abusive, or performance enhancing – including “look-a-like” drugs.
 - g. Other mood altering chemicals which can hinder the student’s ability to learn or participate and which could cause damage to the student’s health
 - h. Prescription drugs (medications) not issued to the student athlete by a licensed physician.

NOTE: It shall not be a violation of the Athletic Code of Conduct for a student athlete to use or possess a prescription or patent drug (medication) when taken pursuant to a prescribed manner from a licensed physician. A student athlete and/or parent or guardian shall notify the coach and athletic director if they are required to take any prescription medicine that could alter emergency medical treatment.

4. Student-athletes arrested and or charged with any misdemeanor and/or felony offense other than a moving traffic violation will be subject to an athletic code violation (even if charges are dropped at a later date).

G. Self-Admittance

It is recognized as a healthy, mature decision, to seek help when confronted with a dependency/substance abuse history. Students who feel in need may seek help under the personal assistance program referred to in the student handbook at any time. In addition, it is recognized that some choices are spontaneous and not necessarily a choice that would have been made given more “think time”. Furthermore, as we acknowledge concepts such as honesty and integrity as ultimate reflections of good character, we encourage student-athletes who self-admit to violations of the athletic code in the areas defined above, under section F3, may be considered for a one-half reduction in suspension one time and one time only providing the self-admit happens in adherence to the following conditions:

- a. The athlete must self-admit directly to the Athletic Director or a school administrator within three (3) school days of the violation. During the summer months, the athlete must contact the superintendent within three (3) business days of the offense

- b. Students are encouraged to seek help, at their own expense, from area community resource programs whenever possible to address their dependency/substance abuse problem. The student-athlete must self-admit the first time he/she is asked by the head coach or athletic director.

H. Sportsmanship:

A good sport is a true leader within the school and the community. As an athlete of our school, the following points represent sportsmanship behavior you should display:

1. Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community. Conduct yourself in an exemplary manner, before, during, and after contests and events.
2. Learn the rules of your sport thoroughly and discuss them with parents, fans, fellow students, and elementary students to assist both them and you in the achieving a better understanding and appreciation of the competition.
3. Treat opponents the way you would like to be treated.
4. Omit intimidating behavior, including taunting, or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, or sexual nature. This is not acceptable behavior.
5. Wish opponents good luck before the game and congratulate them in a sincere manner.
6. Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will make a positive impression of you and your team in the eyes of the officials and all people at the event.
7. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or the end of a game.
8. Athletic events are among the most school popular activities for participants and spectators. These games and competitions provide another learning experience in life. Integrity, fairness, and respect, the principles of good sportsmanship, are lifetime values enhanced through athletics.
9. It is expected that all student-athletes will conduct themselves in an orderly and self-disciplined manner at all times, both on and off school property throughout the calendar year. **The overall student code of conduct, as outlined in the Bellaire Student Handbook, applies to all athletes.** Appearance and personal hygiene should be appropriate for travel and other team appearances, in good taste, and consistent with the expectations of the coach, school district, and other team members.

I. Uniforms/Equipment

1. Athletes may be required to pay a uniform/equipment deposit or fee prior to being issued any school equipment in a sport. Athletes will be responsible for all uniforms and equipment issued them. Regular laundering is expected of uniforms and proper maintenance of other equipment is expected. Pride in the uniform/equipment reflects pride in the school.
2. Athletes are expected to return all issued uniform/equipment at the end of the season and/or upon their departure from the team as directed by the coach or athletic director.

Failure to return issued uniforms/equipment will result in a bill for replacement cost of unreturned items. Students will not participate in athletics at Bellaire Schools until such time as restitution has been made (no practice or competition). The coaching staff and the athletic director will share joint responsibility in ensuring this policy is enforced.

Violations of the Athletic Code of Conduct.

Upon school authorities receiving reliable information that a student athlete has violated the athletic code of conduct, the athletic director shall immediately investigate the matter and make a determination whether “substantial evidence” exists that the student athlete has indeed violated the athletic code of conduct. If the athletic director has substantial evidence that the student athlete did commit said offense; the student athlete shall be suspended as required by the rules. No anonymous reports will be accepted. The athletic director will notify the student athlete and the parent(s)/guardians with the infractions. The student athlete and or parent(s)/guardians will have no right to have an attorney present during the investigation or the appeal process.

VIOLATION OF THE ATHLETIC CODE, SECTION F, PERSONAL CONDUCT (F, 3.)

1st Violation -The student athlete will be suspended from 25% of a season’s contest. If the season is more than 75% complete, the remainder of the suspension will be made up in the next sport in which the athlete participates. The student athlete will be expected to practice with the team throughout the suspension period, **unless the suspension occurs at or near the end of the season.**

2nd Violation -The student athlete will be suspended from 75% of a season’s contest. If the season is more than 25% complete, the remainder of the suspension will be made up in the next sport in which the student athlete participates. The student athlete is expected to practice with the team throughout the suspension period, **unless the suspension occurs at or near the end of the season.**

3rd Violation - The student athlete will be placed on suspension for 365 days. The student athlete may practice with a team during this suspension period at the athletic director and coach’s discretion. Counseling may be required before the student athlete returns to the athletic program.

4TH and subsequent Violations - the student athlete will be placed on indefinite suspension, to be reviewed by the athletic council one year (365 days) after the 3rd offense. The student athlete may practice with a team during this suspension period at the athletic director and coach’s discretion. Counseling may be required before the student athlete returns to the athletic program. Violations of Section F. 3, Personal Conduct accumulate over the lifetime of the student’s stay at Bellaire Public Schools.

VIOLATION OF THE ATHLETIC CODE, SECTION F, PERSONAL CONDUCT (F, 4.)

Student-athletes charged with any offense (misdemeanor and/or felony) other than a moving traffic violation are subject to an athletic code violation. The athletic director may impose one of the following consequences:

- Full restitution

- Full restitution and sit next contest date
- Sit next contest date
- Sit next contest date and up to 25% of a season's contests
- Sit next contest date and up to 75% of a season's contests
- Sit next contest date and up to 365 consecutive calendar days

Student-athletes falling under this section of the athletic code are expected to practice with the team unless otherwise directed by the head coach or athletic director.

Note: No athletic code suspension is to be considered having been served unless the student-athlete finishes the season in good standing.

VIOLATION OF THE ATHLETIC CODE, SECTION G, SPORTSMANSHIP/SCHOOL CONDUCT (G H)

1st Violation – sit the next contest date; if ejected from a contest, student-athlete may also be subject to coach's penalty.

2nd Violation (same season) – sit the next three contest dates; if ejected for unsportsmanlike conduct, player may also be subject to coach's penalty.

3rd Violation (same season) – off the team.

Appeal Process - The right of appeal is offered to all student athletes who are charged with an Athletic Code Violation throughout the calendar year.

Step 1.

- a. Any student athlete who feels he or she has been unjustly suspended or expelled must initiate and file a written appeal with the Athletic Director's office.
- b. A form for appeal is available in the Athletic Director's office. The appeal must state specific reasons as to why the appeal should be granted. The appeal must be received by the Athletic Director's office within five (5) school days of receiving written notification of the violation from the athletic director.
- c. Upon receipt of a written appeal, the athletic director will call a meeting of the Athletic Council to consider the appeal. The Athletic Council will meet within five (5) school days of receiving the written appeal. While attendance is not required, the student athlete and parent/guardian(s) will be encouraged to attend the meeting and may be asked to provide information.
- d. The Athletic Council must include a majority of its membership to hear the appeal. Each member of the Council will have an equal vote. The superintendent and the Athletic Director will abstain from voting.
- e. After the student athlete and parent/guardian(s), as well as the BPS staff and/or law enforcement officials explain their positions, they will be excused in order to permit the Council to deliberate. The Council's deliberation may include obtaining additional information and may take any of the following actions regarding the appeal:

- (1) up hold the Athletic Code Violation,
 - (2) remove the violation or
 - (3) amend the violation.
- f. Until the first step of the appeal process starts, the student athlete will remain with the team for practices and not play. If a student athlete is suspended he/she will remain suspended throughout the appeal process.

Written notice of the Council's decision will be sent immediately to the student athlete's parent/guardian(s). The Council's decision will occur within three (3) school days following the meeting.

Step 2.

- a. If the student athlete and parent/guardian(s) are not satisfied with the Council's decision, the parent/guardian(s) of the student may file a written appeal with the superintendent. The same procedure and timeline followed under Step 1 will be used for Step 2 with the superintendent rather than the Athletic Council.
- b. The superintendent's decision will be the final step in the school's appeal process for any athletic suspension where a student athlete loses 75% or less of a season.

Step 3

- a. If a student athlete is suspended for more than 75% of a season, and the parent/guardian is not satisfied with the superintendent's decision, the parent/guardian(s) may file an appeal with the Board of Education.
- b. The same procedure and timeline will be followed under Steps 1 and 2 except that the Board of Education will (1) review the written appeal of the parent/guardian(s) and may obtain additional information and (2) respond in writing with a decision on the appeal.
- c. The Board of Education will be the final step in the school's appeal process. An appeal may be made with the Antrim County Circuit Court at the expense of the parent/guardian(s).