

# BEAL CITY SOUTH STUDENT HANDBOOK

## *BEAL CITY DISTRICT MISSION STATEMENT*

*Beal City Schools, in harmony with the home and community, will educate our children in a positive learning environment that meets individual needs and goals in order that all students successfully function in an ever-changing global society.*

The Mission Statement declares the fundamental purpose of Beal City Schools. As indicated above, our mission is to educate students to be prepared for the challenges and demands of society. Behavior that interferes with the fulfillment of the mission statement will be subject to disciplinary action. Beal City students are expected to make good decisions, behave appropriately, and accept responsibility for their actions.

No person because of race, color, national origin, sex, age or handicap shall be discriminated against in the Beal City Public Schools.

This Student Handbook shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

## **ADDITIONAL HELP**

Teachers are here to assist you as much as possible. When you don't understand something, ask for clarification immediately. Don't wait. If you feel you need considerable help, approach the teacher/Coordinator and arrange for assistance.

## **CHEATING POLICY**

Students are attending school to learn. Learning occurs both cooperatively and individually in schools. Students who do not do their own work on tests, quizzes, and assignments that were assigned as, and intended to be, individual undertakings are cheating. Those students who the teachers and Coordinator have determined as having cheated will be disciplined in each class per semester as follows:

- 1<sup>st</sup> Offense:** Parent notification, if appropriate. No credit (a zero) on the test, quiz, or assignment involved.
- 2<sup>nd</sup> Offense:** Parent notification, if appropriate. Failing grade for the semester.

## **GRADUATION REQUIREMENTS:**

The board of students who will graduate in 2003 and thereafter approved new graduation requirements. To graduate from Beal City South a student must complete the following pathway of 21 credits:

- A. **Language Arts:** 4 credits
- B. **Social Studies:** 4 credits
  - **United States History:** 1 credit
  - **Government:** 1 credit
  - **Economics:** 1 credit
  - **Other\*:** 1 credit
- C. **Science:** 3 credits
- D. **Mathematics:** 3 credits
- E. **Physical Education/Health:** 1 credit
- F. **Computers:** 1 credit
- G. **Electives:** 5 credits

- Credits to be assigned to the transcript each four weeks.
- Students with vocational training will be given work-study credit when working in their area of training. One and a half credits per semester may be earned up to three credits counting toward graduation.
- To be eligible for work-study placement, a student must reach Junior standing with a minimum of 11 credits earned toward graduation.
- Transfer of credits from an accredited high school or an accredited correspondence school will be made with Coordinator approval.
- Students must complete two (2) credits of coursework at Beal City South prior to the graduation honors.
- All debts or student liabilities must be completed or paid.

\* Optional credit in Social Studies may include: World Geography, Sociology, Psychology, U.S. Geography, Michigan History, Global Study, or Maps/Graphs and Charts.

## **HIGH SCHOOL CREDIT REQUIREMENTS FOR GRADE ADVANCEMENT**

Each student must complete the following credit requirements for advancement to the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

- 10<sup>th</sup> Grade: Must have completed 5 credits
- 11<sup>th</sup> Grade: Must have completed 10 credits
- 12<sup>th</sup> Grade: Must have completed 16 credits

If a student does not fulfill the above requirements, they will remain at the appropriate grade level until credits for the higher level have been met.

## **ATTENDANCE**

Good attendance is considered a necessity. Students who have good attendance generally achieve higher grades, enjoy school, and are more employable after leaving school. Students are also expected to be on time. They are to develop the habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by absences. In most situations, work missed cannot be adequately made up.

The school has the responsibility to inform parents/guardians when students are having attendance problems at school. The laws of the State of Michigan clearly state that the responsibility for attendance of children under the age of sixteen rests upon the parents/guardians.

To insure that the parents/guardians and the administration will have knowledge of a student's absence from school, parents/guardians are asked to call the school when their children will be absent. If no call is received, a school employee will make every attempt to notify the parents/guardians of their student's absence. Notes will be required from parents/guardians who have not contacted the school by phone. Parent/guardian excused absences may not necessarily be considered excused by the Coordinator. Absences are considered excused if they are activities that cannot be conducted outside the regular school day and involve parent/guardian supervision. Skip day absences will not be considered excused.

### **Make-Up Work**

It is the student's responsibility to contact the teacher within one day after the student's return to school after an absence to arrange for make-up work.

## **STUDENT CONDUCT**

### **Discipline**

A code of conduct has been formulated to define guidelines and rules in an attempt to function fairly and equitably. An attempt has been made to define limits of behavior and to implement conditions, which clarify the rights of all participants in our school community. It is recognized that each student is an individual and that there are situational variances involving misconduct; therefore, certain circumstances may warrant discipline and control to be treated as an individual matter. You are reminded that you have all rights of due process of law. Rewards will be offered to students who cooperate with information that leads to the apprehension of the individual(s) responsible for violations of the code of conduct. This practice will be used, generally, for actions that result in the destruction of individual or school property. The reward will be paid by the violator(s) and awarded to the cooperating student(s) by the Coordinator.

## **PENALTIES FOR VIOLATIONS**

### **Smoking**

Smoking or possession of tobacco on school property:

- 1<sup>st</sup> Offense:** Parent/guardian notification, if appropriate. Authorities may be notified.
- 2<sup>nd</sup> Offense:** Parent/guardian notification, if appropriate. A student must make and keep an appointment for substance abuse counseling. Authorities may be notified.
- 3<sup>rd</sup> Offense:** Director meeting to determine student status. Authorities may be notified.

### **Drugs or Drug Look-a-Likes**

Use of, possession of, under the influence of on school property, or at a school function:

- 1<sup>st</sup> Offense:** Parent/guardian notification, if appropriate. Punishment to fall within Coordinator's discretionary power. Authorities may be notified.
- 2<sup>nd</sup> Offense:** Referred to Board of Education for action. Minimum of ten-day out-of-school suspension. Authorities may be notified.

### **Safety of Others**

Physical attacks or threats to students or school employees: Throwing water or the use of water devices. Water creates electrical hazards, slippery floors, may ruin clothing and expensive equipment, and can be dangerous.

- 1<sup>st</sup> Offense:** Parent/guardian notification, if appropriate. Retributions must be made.
- 2<sup>nd</sup> Offense:** Parent/guardian notification, if appropriate. Retributions must be made.
- 3<sup>rd</sup> Offense:** Retributions must be made.
- 4<sup>th</sup> Offense:** Meeting with Coordinator and parents/guardians if appropriate to determine status.

### **Public and Private Property**

Students endangering or abusing the property of students, school employees, or the school including theft, misuse of books, materials and equipment, defacing property, and unauthorized presence in school building. Rewards may be posted, and students who are caught will pay for the reward, or they will be prosecuted.

- 1<sup>st</sup> Offense:** Payment of damage. Parent/guardian notification, if appropriate. Conference with Coordinator, to determine legal options. Depending on the individual situation, recommendation for Board action can be made after the 1<sup>st</sup> offense if it is considered gross misconduct. Depending on severity, the option of notification of prosecutor and police agencies is available. Authorities may be notified.

**2<sup>nd</sup> Offense:** Payment for damage. Authorities may be notified.

**3<sup>rd</sup> Offense:** Recommendation for expulsion. Payment for damage. Authorities may be notified.

### **Insubordination**

Refusal to comply with the reasonable directives of Coordinator or staff, use of profane language, violation of state law, local ordinances and laws pertaining to civil disobedience and derogatory actions against school personnel:

**1<sup>st</sup> Offense:** Parent/guardian notification.

**2<sup>nd</sup> Offense:** Parent/guardian notification and administrative conference.

**3<sup>rd</sup> Offense:** Meeting with Director and parents/guardians if appropriate to determine status.

### **Forgery**

The unauthorized using and writing of the names of another person on school forms or other school correspondence such as notes from home, letters, etc.

**1<sup>st</sup> Offense:** Parent/guardian notification, if appropriate. Punishment to fall within Coordinator's discretionary power. All absences falsely excused will be considered unexcused.

**2<sup>nd</sup> Offense:** One- to three-day out-of-school suspension.

**3<sup>rd</sup> Offense:** Three- to five-day out-of-school suspension.

**4<sup>th</sup> Offense:** Recommendation for expulsion.

### **Book, Instructional Materials, and Equipment**

Books, instructional materials, and equipment are provided by the school district to each student without charge or deposit in most cases. Students are responsible for the books, instructional materials, and equipment once issued, until returned. Students who have not taken care of their obligation to the school for the last school year will not be issued school owned books, instructional materials, or equipment. Parents/guardians and students are expected to meet these obligations in a reasonable amount of time in order that the education of their student is not jeopardized. Lost or damaged materials will be assessed at \$2.00 per unit packet or the cost of the book if the whole book is destroyed.

### **LUNCH HOUR RULES**

These rules are to be followed:

- A. Any food, napkins, silverware that has been dropped needs to be picked up.
- B. No throwing food.
- C. Recycle all pop cans, and place garbage in trashcans.
- D. Not more than three (3) students shall be present at the store across the street.

## **PUBLIC DISPLAY OF AFFECTION**

Social behavior is a normal part of the school experience. However, the school is not the appropriate place for unmannerly displays of affection. Staff and the Coordinator will use their discretion in determining inappropriate public displays of affection. Abusive students will be warned initially, with notification of parents/guardians if the behavior persists. Students may eventually be disciplined if it becomes chronic.

## **COLLEGE RELEASE TIME**

Beal City Public Schools allows qualified seniors to attend college for college credit. See the Coordinator for details.

## **CONFERENCE WITH TEACHERS**

Students and parents/guardians are encouraged to consult with the teachers/Coordinator pertaining to any phase of the learning process. Parents/guardians are requested to call the school at 773-9543 for a conference with a teacher and/or Coordinator.

## **CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, the Board of Education of Beal City will not condone the use of force and fear as appropriate procedure in student discipline. No person employed by the Beal City Schools, or engaged as a volunteer or contractor by the Board, shall threaten to inflict, or cause to be inflicted, corporal punishment upon any pupil in accordance with state law. However, professional staff, support staff, volunteers or contractors by the Board may, within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or with the control of the student, in self-defense, or for the protection of persons or property. Alternatives to corporal punishment will be used. These include detentions, suspension, and restrictions from activities or withdrawal of privileges. Other methods of discipline may be used that are not in the above list.

## **DRESS**

Student dress is a factor in the school setting. Clothing, therefore, should be appropriate for school. When the student's dress interferes with the health and/or safety of the student or disrupts the educational process, it is the responsibility of the Coordinator to request the student to leave school and return with more appropriate clothes for the school setting. Forms of student dress are acceptable as long as they are neat, clean, and not distracting.

Rules for student dress:

- A. Footwear is required (shoes).
- B. Profanity or vulgar suggestions printed on clothing is prohibited. Examples of prohibited prints are Coed naked, Big Johnson. These examples are not all inclusive.
- C. Clothing should be worn as designed. Mutilated clothing is not permissible.
- D. Bare midriffs, tank tops, and sleeveless shirts are not acceptable.
- E. See through or ribbed shirts/tank tops are not allowed.
- F. Shorts and skirts are allowed if they are not shorter than the end of your fingertips with your hands at your sides while standing.
- G. Alcoholic and other illegal substance advertising on clothing or hats are not to be worn during the school day or at school sponsored activities. Examples are Red Dog, Joe Camel, and Lucky's Brewery. These examples are not all inclusive.
- H. Coats are not to be worn in the classroom during the school day, or it is up to teacher/Coordinator discretion.

**STUDENTS WHO REFUSE TO COMPLY WITH THESE STANDARDS OF DRESS ARE CONSIDERED INSUBORDINATE.**

## **DRIVING TO SCHOOL**

Driving to school is a privilege that is only extended to those students who drive responsibly. If you wish to retain this privilege, you must:

- A. Drive safely.
- B. Park correctly. Parking spaces are limited; taking more than one space, may result in loss of privilege.
- C. Not use your car to skip school.
- D. Not return to your car after parking it until you leave for the day without permission from the teacher/Coordinator.

**1<sup>st</sup> Offense:** Verbal warning.

**2<sup>nd</sup> Offense:** Student may lose driving privilege for the remainder of the school year.

## **EMERGENCY FORM**

The emergency form provides the school with vital information on each student:

- A. Student's name, address, and telephone number.
- B. First and last name of parents/guardians.
- C. Business phone and place of employment of parents/guardians.
- D. Doctor's name, address, and telephone number.

- E. Name, address, and telephone number of people to contact if parents/guardians are not available.
- F. Parent's/guardian's signature authorizing emergency medical treatment if under 18.

## **EMERGENCY SCHOOL CLOSING**

When it becomes necessary to close school the following radio and TV stations will be notified and displayed as **BEAL CITY PUBLIC SCHOOLS**: WCEN, WHNN, CFX, WMMI-WCYZ, TV 9&10. Students and parents/guardians may also call the school closing hot line at 644-2201, extension 418. Conditions that would close a school include bad weather, mechanical breakdown within the school, or a high rate of absence due to illness.

## **LEAVING THE SCHOOL**

If for any reason a student must leave school, a note must be brought in at the beginning of that day. The note must be written and signed by a parent/guardian. If a student becomes ill in school, the school must contact a parent/guardian by phone before the student is allowed to go home.

## **ILLNESS**

There is no special room for ill students in the school building. Students will not be allowed to go home unless parent/guardian permission has been granted. Students that become ill are expected to find their own transportation home.

## **INJURY**

The school provides treatment of minor injuries. Parents/guardians will be contacted immediately if any injury or illness is serious. Aspirin or any medication will not be given out by the school personnel except when authorized to do so by a written permission slip from a doctor.

## **INSURANCE**

The school is in no way liable for medical costs resulting in injuries at school. The school takes no part in reporting accidents to insurance companies. This is handled by parents/guardians through their individual insurance companies. We encourage all parents/guardians to check their insurance policies as to the type of coverage that they currently possess.

## **RADIOS, TAPE DECKS, HEADSETS, AND OTHER ELECTRIC DEVICES**

Radios, tape decks, headsets, or other similar musical devices are not allowed at any school activities or in the classroom. If a student brings such a device, it will be confiscated.

## **VISITORS**

Visitors are only allowed by permission of teacher/Coordinator.

## **WORKING**

The administration endorses part-time work for students. However, the school must take an objective attitude toward this work. All students are expected to be in attendance during the regular school day. Work should not interfere with school activities. Any exceptions to this policy will be left to the discretion of the Coordinator. Working permits are issued in the office.

## **WEAPONS FREE SCHOOL ZONE**

The Board of Education of Beal City Public Schools, as both an employer and a Public School District, is concerned with and interested in protecting the health, safety, and welfare of the students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of the threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Beal City Public Schools (or the Superintendent, or Principal, or other District official as may be designated by the Board) shall permanently expel a pupil from attending school in the School District if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- A. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for indirect delivery to another person for use as a weapon.
- B. The pupil did not knowingly possess the weapon.
- C. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted as a weapon or dangerous weapon.
- D. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

## **POSSESSION OF A WEAPON**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real

weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion.

It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

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

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.).
- D. Threats of violence or use of the above items, may also subject a student to expulsion.

## **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens/pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This may subject a student to expulsion.

## **KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

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

## **RECORDATION AND REFERRAL**

All expulsion pursuant to this policy shall be entered and preserved on the student's individual permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where the District is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the pupil's parent or legal guardian (if the pupil is un-emancipated) and to the local law enforcement agency.

The School District shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health Agency. The School District shall also notify the individual's parent or legal guardian (if the individual is at least 18 years-old or otherwise legally emancipated) or notify the expelled student of the referral. The School District shall also refer for prosecution, conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

## **PETITIONS FOR REINSTATEMENT**

Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is un-emancipated) may petition the Board of the School District for reinstatement to school. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and student record information maintained by any public or private school, which the petition in pupil has attended. If such records are already in possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of it by committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following: Not later than 10 school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is un-emancipated) or from the expelled pupil.

The committee shall consist of two School Board members, one school administrator, one teacher, and one parent of a pupil attending the School District. The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

The Superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement.

## **STUDENT HARASSMENT**

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of federal or state law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any form of improper speech or action that creates a hostile, intimidating, or offensive learning environment.

The Coordinator is to ensure that the Student Rights and Responsibilities contains language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. It should also provide a means for a student to report any incidence or harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the Coordinator promptly. Anyone found to have violated this policy and/or the Rights and Responsibilities shall be subject to disciplinary action up to and including action up to and including suspensions or expulsion from the District.

## **REPORTING HARASSMENT**

Conduct constituting harassment may take different forms, including but not limited to the following:

### **Sexual Harassment**

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

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

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

### **Gender/Ethnic/Religious/Disability/Height/Weight Harassment**

**Verbal:** Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

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

**Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, should make contact with a teacher or the Coordinator.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly.

Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the

context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint.
- B. Encourage the reporting of any incidents of sexual or other forms of harassment.
- C. Protect the reputation of any party wrongfully charged with harassment.

### **Staff Member Harassment of a Student**

If a student reports that a member of the staff is harassing him/her, the matter is to be reported immediately to the Principal who shall then contact the Coordinator. The Coordinator shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the Coordinator, upon receiving the complaint from a minor student or his/her parent/guardian shall determine if the harassment may constitute child abuse and if so, follow the child abuse reporting procedure.

During the investigation, the accused staff member may be removed from any contact with students. In addition, the Coordinator shall ensure that the alleged student victim receives proper guidance and support in dealing with any after effects of the alleged harassment.

Investigation of a complaint not involving a member of the staff will normally include conferring with the parties involved (may include parents/guardians), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately.

The District recognizes that determining whether a particular action or incident is harassment or, conversely is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Each student handbook is to contain a section on harassment which:

- A. Describes the various kinds of harassment that can occur.
- B. Prohibits its occurrence.
- C. Provides for appropriate penalties.
- D. Describes the reporting and investigation process.

The Coordinator is to arrange for a student in his/her school to receive instruction, appropriate to his/her age, on the nature of sexual and other forms of harassment, means for dealing with harassment, and the school's procedure for reporting any incident in which he/she is involved or has observed. A synopsis of such information is to be contained in each parent/guardian/student handbook.

## **DRUG FREE ENVIRONMENT POLICY**

The Drug Free Workplace Act of 1988, Subtitle D., Section 5152 and the Drug-Free Schools and Communities Act Amendments of 1989, PL No. 101-226, require that the Beal City Public School District's Board of Education strive to maintain an environment free from the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol.

Pursuant to applicable District procedures, policies, or appropriate collective bargaining contracts governing employee or student discipline, involvement in the unlawful use, sale, manufacturing, distribution, dispensing or possession of controlled substances or alcohol on School District premises or during District activities or consumption of alcohol by staff immediately prior to or during the time the employee is performing duties and responsibilities either at the District or any District activity, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal or expulsion.

Any employee or student, who is convicted of violating any criminal drug-alcohol statute when such violation occurs at the district or as a part of any district activities, must notify the Superintendent no later than five days after such conviction. Failure to provide such notice may subject the employee/student to disciplinary action up to and including dismissal/expulsion. The employee shall notify his/her immediate supervisor. The student will notify the building Principal/Coordinator.

The Board supports programs aimed at the prevention of substance abuse by District employees and students. The District may provide preventative educational programs and refer employees/students experiencing substance dependency related problems for counseling and assistance. Leaves of absence to obtain treatment may be requested by employees under the medical leave provision of the appropriate labor contract policy. Leaves of absence by students may be arranged on an individual basis through the building Principal.

It is the responsibility of all District employees and students to familiarize themselves with this policy. This policy shall be published annually in the District's employee and student handbooks.

## **DISCRIMINATION POLICY**

No person because of race, color, national origin, sex, age, or handicap shall be discriminated against in the Beal City Public Schools.

## STUDENT HANDBOOK CERTIFICATION

We, \_\_\_\_\_ and \_\_\_\_\_  
(Parent/Guardian) (Student)

have received and read the Beal City South Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(Student Signature) (Date)