

BEAL CITY



**2009 - 2010**

**Student Handbook**

# The Six Pillars of Character

The **CHARACTER COUNTS!** approach to character education doesn't exclude anyone. That's why we base our programs and materials on six ethical values that everyone can agree on – values that are not political, religious, or culturally biased. Use the points below to help young people understand the Six Pillars.

## Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends and country

## Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

## Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices

## Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

## Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

## Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Dear Student(s) & Parent(s),

Thank you for your interest in Beal City Middle School / High School, a school that is quickly becoming a leader in the Gratiot Isabella RESD and State. Our school takes great pride in providing lifelong learning opportunities to young people and families. Beal City Middle School / High School is a public school open to students of all backgrounds. Currently our student body of over 300 students represents many positive traditions. Students come to us from different areas and diverse communities.

At Beal City Middle School / High School, our first and foremost goal is to partner with parents and the home in preparing our students to successfully meet the challenges of today and tomorrow through the provision of superior academic and co-curricular programs founded in strong values in the Beal City tradition. Our school community is committed to the education of young people, intellectually, physically, socially, and emotionally. The students' achievements and joy of learning is optimized and facilitated by supportive faculty, staff, administration, peers and parents and a challenging and exciting environment.

The faculty and staff at Beal City Middle School / High School are committed to providing quality education to our students. Every student is seen as a unique individual, so; a relationship of trust may be established between the student and teacher. Beal City Middle School / High School students experience a secure environment, safe in the hands of teachers directing them toward positive moral values.

Beal City Middle School / High School values excellence in:

**Character Development:** The Beal City community strives for excellence in character where students demonstrate traits of respect, responsibility, fairness, citizenship, trustworthiness and caring while providing service to the community.

**Academics:** Beal City Middle School / High School have a responsibility to help our students reach their full potential.

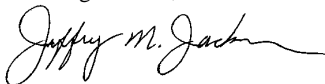
**Co-Curricular Activities:** Students are encouraged to become well rounded by participation in a number of co-curricular activities.

In our effort to build a new generation of responsible leaders, our middle school / high school faculty and staff strive to identify and develop leadership skills in our students to prepare them for after high school and most importantly, for LIFE.

Our middle school / high school administration, faculty and staff seek to educate bright and energetic students who are willing to contribute positively to the total school community.

I invite you to continue visiting our website [www.bealcityschools.net](http://www.bealcityschools.net) and to ultimately partnering with you in the development and nurturing of your son or daughter as he or she begins or continues their exciting middle school / high school years.

Educating for Life,



Jeffrey M. Jackson  
Principal  
Beal City M.S. / H.S.



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## **INTRODUCTION AND STAFF**

### **Beal City Junior/Senior High School Parent/Student Handbook**

It is the desire of the Board of Education that two-way channels of communications be kept open at all times between the school system and the people of the school district. The board will continuously attempt to create and maintain schools that reflect the public's wishes, and will do its best to keep the people informed of the affairs of the school system.

The Beal City School Board of Education holds regularly scheduled monthly meetings on the 3rd Monday of each month, unless otherwise posted.

## **ADMINISTRATION**

Superintendent of Schools: ..... Mr. Bill Chilman IV  
Elementary Principal: ..... Mrs. Diane Saltarelli  
High School Principal: ..... Mr. Jeff Jackson

## **BOARD OF EDUCATION MEMBERS**

Mr. Terry Hutchinson - President  
Mr. Rod Cole - Vice President  
Mrs. Kari Rojas - Secretary  
Mr. Bob Pasch - Treasurer  
Mr. Frank Fox - Trustee  
Mrs. Denise McBride - Trustee  
Mr. Ed VanAvery - Trustee

## **SCHOOL BUILDING INFORMATION**

Superintendent's Office Phone ..... 989-644-3901  
High School Office Phone ..... 989-644-3944  
District Web Site ..... [www.edzone.net/bealcity](http://www.edzone.net/bealcity)  
High School Office Hours ..... 7:15 a.m. – 3:15 p.m.  
Student School Day ..... 8:05 a.m. – 2:55 p.m.

## SECONDARY STAFF

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Mr. Pritchard ..... pritch@hotmail.com  
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Ms. Spry ..... spryjess@msu.edu  
Ms. Wilson ..... ms\_aawilson@yahoo.com

## GLOSSARY OF EDUCATIONAL TERMS

**Accountability:** Reporting a data-based summary of student learning to the public, including identification of system-wide strengths and weaknesses; and specific plans for using the information to improve learning.

**Accreditation:** An ongoing and collaborative process which confirms that a school has met a set of standards deemed essential for quality education for all students. This accreditation process fosters school improvement, and ensures identifiable progress toward attainment of student outcomes, through requirements for institutional self-evaluation as a stimulus for growth and improvement.

**Accredited:** Certified by the State Board as having met or exceeded the standards established in the following areas: Administration and organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans and student outcomes.

**Alternative Assessment:** Any type of assessment in which students create a response to a question, as opposed to assessments in which students choose a response from a given list, such as multiple-choice, true/false, or matching. Alternative assessments can include short answer questions, essays, performance assessments, oral presentations, exhibitions, and portfolios.

**Applied Learning:** Learning academic content in the context of work-related and other real-life situations by participating in projects that require students to apply knowledge and skills; activities are frequently experiential, hands-on, and/or laboratory-based.

**Assessment:** The systematic gathering of evidence to evaluate a student's demonstration of learning. Assessment aids educational decision making by securing valid and reliable information to indicate whether students have learned what is expected. Assessment is built around multiple indicators and sources of evidence (combinations of performances, products, exhibitions, discourse, tests, etc.).

**Assessment Standards:** Principles for the assessment and analysis of student achievement and the opportunity afforded students to learn; the methods for achieving appropriate correspondence between the assessment information collected and the purposes that information will serve; the characteristics of valid and reliable assessment information; a variety of methods for collecting it; and appropriate concerns for reporting and interpreting the information.

**Assessment System:** An ongoing coordinated process for collecting objective information for the purpose of continuously improving student learning.

**Authentic Assessment:** Assessment tasks that elicit demonstrations of knowledge and skills in ways that resemble "real life" as closely as possible, engage students in activity, and reflect sound instructional practice.

**Adequate Yearly Progress: (AYP)** A school performance indicator.

**Benchmarks:** Statements which indicate what students should know and be able to do at various developmental levels (i.e., early / late elementary school, middle school, and high school).

**Career Exploration:** Learning about a variety of career options through awareness activities, interviews, and on-the-job experiences.

**Content:** Subject matter from the disciplines of English Language Arts, Mathematics, Science and Social Studies, Band, Art, Drama, etc.

**Content Standards:** What students should know and be able to do. Content standards are broad descriptions of the knowledge and skills students should acquire in the core academic subjects. The knowledge includes the important and enduring ideas, concepts, issues, and information. The skills include the ways of thinking; working, communication, reasoning, and investigating that characterize each subject area. Content standards may emphasize interdisciplinary themes as well as concepts in the core academic subjects.

**Core Curriculum:** A plan for learning that defines the essential learning for all students and the instructional system that will be used to deliver these learning's.

**Curriculum:** A coherent plan for instruction and learning. Curriculum serves as the basis for teachers' and students' active involvement in the construction and application of knowledge.

**Curriculum Alignment:** The process of integrating and sequencing what is to be taught between, among, and within the elementary, middle, and high school levels. Curriculum alignment occurs when the standards for all learners are agreed upon and written (curriculum), the standards are reflected in the instructional delivery program (instruction), and the learner is assessed to determine if the standards have been achieved (assessment).

**Curriculum Framework:** A document (usually developed at the state level) that suggests the best thinking about the knowledge, skills, and processes students should know and understand about a particular discipline, and that provides a structure within which to organize the other important curricular components of the instructional system, including standards, professional preparation of teachers, strategies for instruction, materials selection, suggestions for teaching diverse populations, technology, and assessment.

**District School Improvement Team: (DSIT)** A team of parents, staff, administrators, school board members and students.

**Employability Skills:** General skills needed in the workplace as identified by employers and community representatives including personal management, teamwork, developing and presenting information, problem solving, organizational skills, negotiation skills, understanding systems, using technology, career planning, and securing employment and/or pursuing continuing education.

**Evaluation:** Judgments made about students performance and program efficacy based on quality information gathered systematically over time.

**Grade Level Content Expectations (GLCE):** The set of educational standards students are expected to learn at a particular grade level. These have been established for math, English/language arts, science and social studies.

**Holistic Scoring:** Scoring based on an overall impression of a work rather than on an accumulation of points.

**Individualized Education Plan: (IEP)** A plan to help special needs students to become more successful in the school setting.

**Instruction:** The decisions and actions of teachers before, during, and after teaching to increase the probability of student learning.

**Integrated Academic and Career Curriculum (Thematic Instruction):** Designed activities of projects that align to a number of curriculum content standards linked by a broad theme of high interest based in real life and frequently relevant to various workplace and community problems.

**Local Curriculum:** A plan for learning which is developed and supported by the local school district, it includes the content of what is to be learned and a process to deliver the content to all students.

**Michigan Model Core Curriculum:** A K-12 plan for learning developed by the Michigan Department of Education that includes seven broad student outcomes and other specific student outcomes in nine curricular areas; its purpose is to guide districts in the development of a local curriculum.

**Performance Assessment:** Assessment that is based on observation and judgment of student created products and/or performances; intended to provide a rich portrait of student learning.

**Performance Standards:** Indicators which establish the degree or quality of a student's performance. Sometimes levels of performance are used, such as: partially proficient, proficient, and advanced.

**Performance Tasks:** short- or long-term activities or demonstrations that include rich opportunities to learn and systematic opportunities to assess the quality of student work.

**Professional Development:** A continuous process of improvement to promote high standards of academic achievement and responsible citizenship for all students. Professional development increases the capacity of all members of the learning community to pursue life long learning.

**Proficiency:** Description of what a person who possesses the qualities articulated in a standard understands or can do; identifies quality criteria with which to evaluate products and performances and develops products and performances that meet those criteria.

**Reliability:** An indication of the consistency of scores across evaluators, over time, or across different versions of the test. An assessment is considered reliable when the same answers receive the same score no matter when the assessment occurs or how or who does the scoring, or when students receive the same scores no matter which version of the test they took.

**Rubric:** An established and written-down set of criteria for scoring or rating students' performance on tests, portfolios, writing samples, or other performance tasks. Also known as Scoring Guides.

**School Improvement:** School improvement is a collaborative process through which identifies strengths and weaknesses of the school program and uses that information as a basis for making positive changes in observable and measurable student outcomes.

**Scoring Guide:** A scoring guide is a tool for evaluating student performance on an assessment task. It includes a set of criteria used to compute a score that represents the caliber of a student's performance. These criteria are sometimes called a rubric.

**Standard:** An agreed upon level of performance that demonstrates proficiency of achievement.

**Standardized Tests:** Assessments that are administered and scored in exactly the same way for all students. Traditional standardized tests are typically mass-produced and machine-scored and are designed to measure skills and knowledge that are thought to be taught to all students in a fairly standardized way. Performance assessments can also be standardized if they are administered and scored in the same way for all students. Standardization is an important consideration if comparisons are to be made between scores of different individuals or groups.

**Strands:** Clusters of related content standards often representing disciplines (geometry, physical science, or history) or a crosscutting theme (inquiry).

**Study Island:** Study Island tests are given to third through eighth grade students in reading and math to coincide with the No Child Left Behind laws that mandate testing of all students in those grades. The tests are administered on-line in our computer lab. These tests are used as a support tool for teachers to help them gauge their students' strengths and weaknesses against Michigan Grade Level Content Expectations.

**Validity:** An indication of how well an assessment actually measures what it is supposed to measure rather than extraneous features. For example, a valid assessment of mathematics problem solving would measure the student's ability to solve mathematics problems and not the ability to read the problems.

**Vignette:** A narrative or story describing how the content standards, teaching and learning standards, assessment standards, and professional development standards are put into practice. A key characteristic of vignettes is that they chronicle real life examples of educators who are experiencing the challenge of translating theory into practice.

**Vision:** A description of the philosophy and ideals upon which curriculum, instruction, and assessment are based.

# **BEAL CITY SECONDARY STUDENT HANDBOOK**

All administrators, teachers, and staff members of the high school are vested with legal authority to enforce the policies set forth by the Board of Education. Refusal on the part of students to respect this authority at all school functions may be considered insubordinate conduct and dealt with accordingly.

*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. Our mission is to educate students to be prepared for the challenges and demands of adulthood. Beal City students are expected to make good decisions, behave appropriately, and accept responsibility for their actions. Behavior that interferes with the fulfillment of the mission statement will be subject to disciplinary action.

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.

## **ACADEMICS**

### **ACCREDITATION**

Beal City School (K-12) is accredited by State of Michigan.

### **ADDING AND DROPPING CLASSES**

In order to change classes, a student must: talk to the teacher of the class they wish to transfer into to make sure they meet the requirements; make sure that the change is made by the end of the 3<sup>rd</sup> day in the 1<sup>st</sup> week of the semester; and have the approval of the counselor. Band is intended to be a yearlong class. In order to drop band, you must have approval from the teacher, counselor, and administration.

### **ADDITIONAL HELP**

Teachers are here to assist as much as possible. When you don't understand something in class, ask for a clarification immediately. Don't wait. If you feel you need help, approach the teacher after classes and arrange for assistance after school.

### **AFTER SCHOOL ACTIVITIES**

Any student or groups of students involved in any after school activity shall have a chaperone or sponsor present at all times. The activity shall be in a designated area. Students waiting for supervised activities to begin or for rides to arrive, must wait in the cafeteria, the lobby, or other designated areas.

### **TRANSPORTATION TO AND FROM ACTIVITIES/SPORTS**

Students must have prior written approval from the administration to ride to and from school sponsored activi-

ties and sporting events with a parent or guardian. The written approval must be given to the chaperone / sponsor / coach to verify that student will be riding with a parent or guardian to or from the activity or sport. The approval forms may be found on our web page or in the high school office.

## **ASSEMBLIES**

There will be school assemblies throughout the school year. They are prepared for education, entertainment and general well-being. All will be free. You will be required to attend all assemblies. You are expected to be quiet and courteous to our guests at all times. Final approval by the principal is required of all assemblies.

## **CHEATING POLICY**

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. Cheating referrals will stay on file for all four years of high school. Those students who the teacher and principal have determined as having cheated will be disciplined in each class per semester as follows:

1<sup>st</sup> Offense: Parent notification by staff member referring. No credit (a zero) on the test, quiz, or assignment involved which may result in student failing class. May be suspended 1 - 3 days out of school.

2<sup>nd</sup> Offense: Parent Notification by staff member referring. No credit (a zero) on the test, quiz, or assignment involved which may result in student failing class. May be suspended 3 - 5 days out of school.

## **CLASS DISMISSAL**

Teachers will dismiss students from class. The bell is a sign to let the teacher know that class is over. Do not leave until the teacher gives permission. During class changes, there is to be no running, shoving, pushing or fighting. Your only business is to get to the next class. A student arriving in class after the bell will be considered tardy. Students are to remain seated until the teacher releases them. Please refer to the school tardy policy.

## **COLLEGE RELEASE TIME**

Beal City Public Schools allows qualified students to attend college for college credit. See the guidance counselor for details. Students must sign in and out when they arrive or depart from school for dual enrollment classes. When returning to school students must not disturb classes in session.

## **CONFERENCE WITH TEACHERS**

1. Students and parents are encouraged to consult with the teacher pertaining to any phase of the students learning process.
2. Each teacher is assigned a preparation period during the day and is available at that time for conference.
3. Parents can call the school at 644-3944 to request a conference with a teacher.
4. Parents should report to the office for assistance upon arrival for a conference.
5. All school parent/teacher conferences are provided two times per year.

## **COUNSELING AND GUIDANCE**

Guidance services are available to any student in school. These services include assistance for education planning, interpretation of test scores, occupation information, study habits, help at home, school and/or social concern, or any question a student might like to discuss.

## DRIVER EDUCATION

Every student shall have a minimum of six (6) clock hours of behind-the-wheel instruction, and shall have a minimum of 24 clock hours of classroom instruction. If a student fails to show up for drivers education without prior notification, or fails the course, he/she may retake the entire course at his/her own expense. If a student fails to show for the driving portion of drivers education he/she must pay for the rescheduling of the driving time.

## FAILURES

A student who has failed a required course must repeat the course until he/she has earned a passing grade for credit in grades 9-12. A credit recovery option will be available at the Beal City Alternative Education Program from 6:45 a.m. - 7:45 a.m. beginning September 8, 2009 until June 11, 2010. The cost will be \$200.00 per credit or \$125.00 per ½ credit. Please contact the High School for more details or check the Beal City web page at: [www.bealcityschools.net](http://www.bealcityschools.net)

## GRADUATION REQUIREMENTS:

To graduate from Beal City High School a student must complete one of the following pathways. Beal City High School requires 11th grade students to participate and give a “Good Faith” effort as determined by the test administrators and/or proctors on “mandated state testing such as; (MEAP, Michigan Merit Exam/MI-Access)” to receive a diploma. The class of 2011 and 2012 have different requirements as listed below.

## HIGH SCHOOL GRADUATION REQUIREMENTS

### Class of 2012 and Beyond - University Pathway- 26 Credits

Summary of requirements recommended for the University Pathway / **Requirements - 22 Credits**

#### English Language Arts: 4 ½ Credits

- 1 English Language Arts 9
- 1 English Language Arts 10
- 1 English Language Arts 11
- 1 English Language Arts 12
- ½ Communications

#### Mathematics: 4 Credits

- 1 Algebra I
- 1 Geometry
- 1 Algebra II or Algebra II A
- 1 Pre-Calculus or Algebra II B

#### Science: 4½ Credits

- 1 Biology I
- 1 Physical Science
- 1 Chemistry or Physics
- 1 Science Elective
- ½ Ag-Science

#### Foreign Language - 2 Credits

Spanish I & II

#### Social Studies: 4 Credits

- 1 World History & Geography
- 1 United States History & Geography
- ½ Civics
- ½ Economics
- 1 Current Events

#### Physical Education & Health: 1 Credit

#### Visual, Performing & Applied Arts

- 1 Credit: *(From selection below)*

- 1 Basic Design
- 1 Concert Band
- 1 Jazz Band
- ½ Drama
- ½ Music Exploration
- 1 Industrial Technology

#### Bus. Serv. & Tech./On-line Exper.

- 1 Credit

#### **Electives - 4 Credits**

In addition to aforementioned courses:

- Advanced Art
- Basic Design
- Anatomy
- Mentoring
- Yearbook
- Novels
- Concert Band
- Music Exploration (½)
- Industrial Technology
- Advanced P.E.
- Physics
- Voc-Ed Classes
- Ag Leadership (½)
- Natural Resources
- Ag-Science 1 (½)
- Ag-Science 2 (½)
- Research Writing
- Jazz Band
- Drama (½)
- Chemistry

**Class of 2012 and Beyond - Vocational Pathway- 24 Credits**  
**Two-year vocational education students will follow the vocational pathway.**  
**Requirements - 19½ Credits**

English Language Arts: 4 Credits

- 1 English Language Arts 9
- 1 English Language Arts 10
- 1 English Language Arts 11
- 1 English Language Arts 12

Mathematics: 4 Credits

- 1 Algebra I
- 1 Geometry
- 1 Algebra II or Algebra II A
- 1 Pre-Calculus or Algebra II B

Science: 3½ Credits

- 1 Biology I
- 1 Physical Science
- 1 Chemistry or Physics
- ½ Ag-Science

Social Studies: 3 Credits

- 1 World History & Geography
- 1 United States History & Geography
- ½ Civics
- ½ Economics

Physical Education & Health: 1 Credit

Visual, Performing & Applied Arts - 1 Credit:

*(From selection below)*

- 1 Basic Design
- 1 Concert Band
- 1 Jazz Band
- ½ Drama
- ½ Music Exploration
- 1 Industrial Technology

Bus. Serv. & Tech./On-line Exper. - 1 Credit

Foreign Language - 2 Credits

Spanish I & II

**Electives - ½ Credits**

**Vocational Education - 4 Credits**

See Mt. Pleasant Technical Education Center for Courses Offerings.

There is a one year commitment when choosing to attend the Mt. Pleasant Technical Education Center. (with the exception of Health Occupations/CENA course.)

**HIGH SCHOOL GRADUATION REQUIREMENTS**

**Class of 2011 - University Pathway- 27 Credits**

Summary of requirements recommended for the University Pathway / **Requirements - 22 Credits**

English Language Arts: 4 ½ Credits

- 1 English Language Arts 9
- 1 English Language Arts 10
- 1 English Language Arts 11
- 1 English Language Arts 12
- ½ Communications

Mathematics: 4 Credits

- 1 Algebra I
- 1 Geometry
- 1 Algebra II or Algebra II A
- 1 Pre-Calculus or Algebra II B

Science: 4½ Credits

- 1 Biology I
- 1 Physical Science
- 1 Chemistry or Physics
- 1 Science Elective
- ½ Ag-Science

Social Studies: 4 Credits

- 1 World History & Geography
- 1 United States History & Geography
- ½ Civics
- ½ Economics
- 1 Current Events

Physical Education & Health: 1 Credit

Visual, Performing & Applied Arts - 1 Credit:  
(From selection below)

- 1 Basic Design
- 1 Concert Band
- 1 Jazz Band
- ½ Drama
- ½ Music Exploration
- 1 Industrial Technology

Bus. Serv. & Tech./On-line Exper. - 1 Credit

Foreign Language - 2 Credits

Spanish I & II

### **Electives - 5 Credits**

In addition to aforementioned courses:

- |                       |                   |
|-----------------------|-------------------|
| Advanced Art          | Voc-Ed Classes    |
| Basic Design          | Ag Leadership (½) |
| Anatomy               | Natural Resources |
| Mentoring             | Ag-Science 1 (½)  |
| Yearbook              | Ag-Science 2 (½)  |
| Novels                | Research Writing  |
| Concert Band          | Jazz Band         |
| Music Exploration (½) | Drama (½)         |
| Industrial Technology | Chemistry         |
| Advanced P.E.         | Physics           |

## **Class of 2011 - Vocational Pathway- 25 Credits**

**Two-year vocational education students will follow the vocational pathway.**

### **Requirements - 19½ Credits**

English Language Arts: 4 Credits

- 1 English Language Arts 9
- 1 English Language Arts 10
- 1 English Language Arts 11
- 1 English Language Arts 12

Mathematics: 4 Credits

- 1 Algebra I
- 1 Geometry
- 1 Algebra II or Algebra II A
- 1 Pre-Calculus or Algebra II B

Science: 3½ Credits

- 1 Biology I
- 1 Physical Science
- 1 Chemistry or Physics
- ½ Ag-Science

Social Studies: 3 Credits

- 1 World History & Geography
- 1 United States History & Geography
- ½ Civics
- ½ Economics

Physical Education & Health: 1 Credit

Visual, Performing & Applied Arts - 1 Credit:

(From selection below)

- 1 Basic Design
- 1 Concert Band
- 1 Jazz Band
- ½ Drama
- ½ Music Exploration
- 1 Industrial Technology

Bus. Serv. & Tech./On-line Exper. - 1 Credit

Foreign Language - 2 Credits

Spanish I & II

### **Electives - 1½ Credits**

### **Vocational Education - 4 Credits**

See Mt. Pleasant Technical Education Center for Courses Offerings.

There is a one year commitment when choosing to attend the Mt. Pleasant Technical Education Center. (with the exception of Health Occupations/CENA course.)

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Class of 2010 - University Pathway

Summary of requirements recommended for the University Pathway

### Language Arts: 4 ½ Credits

- 1 English - 9
- 1 English - 10
- 1 English - 11
- ½ Communications
- 1 Senior English

### Social Studies: 4 Credits

- 1 United States History
- 1 World History
- 1 Government
- 1 Current Events

### Science: 5 Credits

- 1 Biology\*
- 1 Physical Science
- 1 Earth Science
- 2 Designated Science Electives: Physics,

Chemistry, Human Anatomy  
\*Plants/Soils (1 credit) plus Animal Science  
(1 credit) may replace Biology, but not the other  
way around.

### Mathematics: 4 Credits

(based on teacher recommendation)

- Integrated Math 1
- Integrated Math 2
- Integrated Math 3
- Designated Math credit - 1 Additional credit rec-  
ommended.

### Physical Education: 1 Credit

- 1 High School P.E. credit

### Electives: 4 1/2 Credits:

The total number of credit hours listed above is 23, leaving 5 credits open in any area, bringing the total to 28 credit hours required to graduate out of 30 & 31 credit hours available.

## Class of 2010 - College Tech Pathway

Summary of Requirements Recommended for the College Tech Pathway

### Language Arts: 4 credits

- 1 English - 9
- 1 English - 10
- 1 English - 11
- 1 Senior English

### Mathematics: 3 credits

- (based on teacher recommendation)
- 1 Integrated Math 1
  - 1 Integrated Math 2
  - 1 Designated Math Elective: 1 credit in the  
following: Pre-integrated Math, Applied  
Math, or Integrated Math 3

### Science: 4 credits

- 1 Physical Science
- 1 Physics or Chemistry
- 1 Biology

### Social Studies: 3 credits

- 1 World History
- 1 United States History
- 1 Government

### Physical Education: 1 credit

- 1 High School P.E. credit

### Electives: 6 ½ credits

The total credit hours listed above is 21 ½, leaving 4 ½ credits open in any area, bringing the total to 26 - 27 credit hours required to graduate out of 28 credit hours available.

- A. Credits are assigned to the students' transcript each nine weeks.
- B. Students serving as mentors will be given a maximum of one credit towards graduation. One class is equivalent to ½ credit.
- C. Students with vocational training will be given work study credit when working in their area of training. Two credits per year may be earned with up to two credits counting towards graduation.
- D. To be eligible for assignment as a mentor or to be placed on work study, a student must reach Junior standing. Students may not be eligible to become a mentor if there are available classes offered in that block that they have not taken. They must be on pace to graduate and have a good behavior record.
- E. Eight semesters of full time high school attendance or application for early graduation is required.
- F. Transfer of credits from an accredited high school, adult ed. program, or an accredited correspondence school will be made with counselor approval.
- G. Students must complete eight (8) Quarters of course work at Beal City High School prior to the 8th semester of attendance to be considered for graduation honors.
- H. All debts or student liabilities must be completed or paid in order for a student to participate in graduation ceremonies and receive his/her diploma.

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

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

- 10th. Grade: must have completed 6 credits
- 11th. Grade: must have completed 12 credits
- 12th. Grade: must have completed 18 credits

If a student does not fulfill the above requirements he/she will remain at the appropriate grade level until credits for the higher level have been met. Students will attend class meetings and be listed in the yearbook at the grade level appropriate to their credit standing.

### **HONOR ROLL**

There will be an honor roll determined each marking period based on grade point average in these three categories.

- 1.) 3.0-3.49
- 2.) 3.50-3.99
- 3.) 4.0

### **ITV CLASSES**

Students wishing to enroll in classes offered in the ITV classroom need to be aware that it is a different learning environment and may require more maturity and self-control than other situations. Students in ITV need to be self-motivated learners who are capable of monitoring their own behavior. It is important to understand that ITV students must comply with Beal City's ITV rules in addition to their teacher's policies. Students will meet with the media specialist on the first day of class to review Beal city's ITV room rules. In addition, the rules are posted in the classroom. They are:

- 1. NO FOOD OR DRINK ALLOWED IN THE CLASSROOM. This includes water.
- 2. You are expected to arrive on time and remain in the ITV room during the ENTIRE block you are assigned ITV. Some classes do not meet on our exact schedule, so students should come prepared to read

or study during “free” time.

3. If it is necessary for a student to leave the ITV room, he/she must have the ITV teacher’s permission, AND MUST NOTIFY THE MEDIA CENTER STAFF. Failure to “sign out” either verbally or in written form will automatically result in a tardy.

Please remember that the ITV room is being broadcast publicly at all times. Your words and actions may be taped, observed, or monitored locally, at the RESD offices, and by any school in the Clare/Gladwin and Gratiot/Isabella ISD. Whether class is in session or not, you need to behave as if you are in a public place with teachers and administrators present.

## **JUNIOR HIGH PROMOTIONAL POLICY**

Junior High students should pass four subjects both semesters to go to the next higher grade. If a student does not meet the requirements he/she may have to: Repeat the grade or enroll in failed academic subjects and attain at least a “C” during summer school in order to meet the Junior High Promotional Policy.

## **VOCATIONAL EDUCATION**

Vocational education is provided through Mt. Pleasant High School. Students will use school provided transportation. Students participating in Vocational Education must adhere to the Beal City attendance policy. As a result of Vocational Education students being unable to earn a full 8 credits in a year, elective credits for graduation may be reduced at the rate of one per year for students who complete vocational courses. Vocational Education classes are intended to be yearlong classes. In order to drop Vocational education classes, you must have prior approval from the teacher, counselor and administration. You must have prior written approval from administration to drive to the Mt. Pleasant Area Technical Center. If approval is not granted you may be subject to disciplinary action.

# **ATHLETICS**

Beal City High School is a member of the Highland Conference and has a program of interscholastic sports for both male and female students. All students interested in athletics are encouraged to participate. Our program is operated under the rules and regulations of the Michigan High School Athletic Association (MHSAA) and the Beal City High School Athletic policy. All coaches will read and post sections of the athletic policy affecting members of their team. The extracurricular program shall be directed so that sportsmanship is of the highest importance.

## **ATHLETIC POLICY**

### **I. PHILOSOPHY**

Athletics are an important part of the educational experience for students. The opportunity to participate in athletics is available to all students who meet the eligibility requirements and follow the rules of conduct established by the school and the coaches for each sport. Participation in athletics is a privilege, not a right. All athletes must comply with the rules of conduct or risk being denied the privilege of participation. The athletic rules have been developed for the welfare and benefit of athletes. Athletes must observe the rules, train faithfully, and follow the specific instructions of their coaches for each sport each season.

### **II. POLICY APPLICATION**

The athletic policy and rules of conduct are in effect for all athletes on a year-round basis and are not limited

to behavior at school-sponsored activities or on school property. Student athletes represent their school and the community and serve as role models for other students whether the athletes are on or off the field. If you have questions regarding the application of the athletic policy, please contact your coach, the athletic director, and/or the principal.

\*If deemed ineligible, the athlete is not allowed to travel with the team if the team bus leaves before school has been dismissed.

### **III. ELIGIBILITY**

#### **A. MHSAA REQUIREMENTS**

Student athletic eligibility is governed by the Michigan High School Athletic Association (MHSAA), as well as this athletic policy. Students must pass 2/3 (67%) of their classes or more each semester (90 days). If deemed ineligible at the end of 9 weeks you must sit for 90 days (one full semester). Any questions regarding the MHSAA rules should be directed to the athletic director.

#### **B. ACADEMICS**

An athlete shall maintain a “C” academic average with no “E’s” to remain eligible to participate in athletic competitions. Once an athlete is deemed ineligible to compete, the athlete will remain ineligible for a minimum of two weeks. An athlete is only allowed one period of ineligibility in one season of a particular sport. If an athlete becomes ineligible a second time, the athlete will be dropped from the team for the remainder of the season.

The procedure for determining eligibility is as follows:

1. Teachers will turn in grades every other Wednesday to the Athletic Department.
2. The Athletic Director will inform coaches of ineligible athletes on Thursday of that same week and letters sent to parents of the ineligible students.
3. Coaches will inform athletes of ineligibility that Friday.
4. Athletes will become ineligible the following Monday and remain ineligible until Monday two weeks later.
5. The school district reserves the right to amend the academic requirements for students with disabilities as authorized or required by law.

#### **C. PERMISSION AND ACKNOWLEDGMENT / TRAINING CONSENT FORMS**

Students will not be able to participate in athletic tryouts, practices, or competition unless and until written parental/guardian permission is received by the school district. Additionally, all students and parents/guardians must agree in writing to abide by the athletic policy and team rules, as applicable. A copy of the required form(s), which must be completed for each sport each season, will be distributed to all interested students by the coaches.

#### **D. PHYSICAL EXAMINATION**

All athletes must successfully pass a physical examination before participating in any phase of the athletic program. A physical examination card indicating that the student has passed the physical examination and is able to compete in athletics must be completed by an examining physician, physician’s assistant, or nurse practitioner and returned to the office of the athletic director prior to participation. For the card to be valid, the examination must be given on or after April 15<sup>th</sup> of the previous school year. A physical examination card may be obtained by contacting your coach and/or the athletic director. Only one card must be submitted per school year for each student.

However in cases of injury or serious illness, the school district reserves the right to require that an athlete be re-examined by a physician and provide written notice from the doctor before resuming participation in athletics.

#### E. ATTENDANCE

Athletes who are absent from school any part of the school day may not participate in that day's practice or competition unless authorized by the athletic director or principal. Parent excused absences will not necessarily be authorized by the athletic director or the principal. (examples of excused absences: funerals, doctor's appointments, family emergencies)

### IV. CODE OF CONDUCT

The following behaviors violate the Beal City Public School's Athletic Policy and subject the athlete to discipline as outlined in this policy or authorized by school policy.

#### A. ALCOHOL, DRUGS, AND TOBACCO

The use, possession, concealment, distribution, sale, or being under the influence of the following substances is prohibited:

1. Tobacco or tobacco products in any form.
2. Alcohol or alcoholic beverages in any form. This includes beverages labeled as nonalcoholic which contain minimal amounts of alcohol (e.g. nonalcoholic malt beverages),
3. Illegal drugs, including, but not limited to, those substances defined as "controlled substances" under federal or state law.
4. Steroids, human growth hormones, or other performance-enhancing drugs.
5. Any abusable glue, aerosol or other chemical substance, including, but not limited to, petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
6. Substances purported to be illegal, abusive, or performance-embracing, i.e., "look-alike" drugs.

It shall not be a violation of this policy for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed medical professional for which permission to use/possess in school or at school-sponsored events has been granted in accordance with school policy. Subject to the disciplinary provisions of athletic and school policy, an athlete who is involved in the use or possession of alcohol or drugs during the season shall be suspended from competition until the athlete makes an appointment for substance abuse counseling. The appointment must be confirmed by the coach. The athletic director will provide the athlete with additional procedural instructions. Failure to keep the appointment shall result in suspension from competition until the appointment is kept. The athlete shall comply with the recommendations of the counselor.

#### B. VIOLATIONS OF LAW ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS:

Athletes shall be subject to discipline under this policy for any violations of federal, state, or local law/ordinance that occur on school property, in school vehicles, or during school-sponsored events on or off school property.

#### C. THEFT, VANDALISM, DESTRUCTION OF PROPERTY

Athletes shall be subject to discipline under this policy for theft, vandalism, or destruction of prop-

erty belonging to our school district or another school district.

**D. OTHER CRIMINAL/CIVIL ACTS**

Athletes shall be subject to discipline under this policy for felony or misdemeanor criminal or civil acts (other than minor traffic offenses) whether or not they occur on school property, in school vehicles, or at school-sponsored events. Determination of the validity of such charges must be based upon reliable information, but conviction of the offense is not necessary for disciplinary action to be taken.

**E. SCHOOL POLICIES**

Athletes are expected to comply with all school policies and regulations as contained in the student handbook and/or promulgated by school officials. Violations of those rules may result in discipline under the athletic policy, as well as general school policy.

**F. CONDUCT AT ATHLETIC EVENTS/TRANSPORTATION**

Athletes shall conduct themselves as representatives of the school district at all athletic events. Athletes shall dress appropriately for all athletic events and shall behave with good sportsmanship. A player ejected from an athletic competition for a violation shall be suspended from the next competition in accordance with the MHSAA. An athlete must successfully complete the sport in which he/she is serving the suspension. A dual sport athlete must set out the suspension in their primary sport. If the athlete drops the primary sport he/she must set out the suspension in the secondary sport in the same season.

**G. TEAM RULES**

Coaches for each sport may develop additional team rules for their sport at their discretion upon approval by the athletic director. Athletes are required to comply with those team rules. A violation of team rules subjects the athlete to discipline prescribed in those rules and/or this policy.

**H. UNIFORMS and EQUIPMENT**

Students must turn their uniform in at the end of the season immediately. Students will not be able to participate in the next season sport/activity unless they have turned in their equipment and uniforms from the previous season.

**V. DISCIPLINARY SANCTIONS**

Disciplinary sanctions may range from verbal reprimands, a one-game or one-practice suspension, up to and including exclusion from athletics for the remainder of one's school career - depending on the nature and severity of the offense. Law enforcement authorities will be contacted as appropriate. Athletes must successfully complete the season in which they are serving their suspension or the suspension will be recalculated for the next season that the student-athlete participates. Student/Athlete's who have had an athletic violation(s) before the 2006/2007 school year begins will be grandfathered under the previous athletic policy. However, any student/athlete's who receive an athletic violation(s) beginning with the 2006/2007 school year will be held accountable under the new athletic policy.

If a game or meet is cancelled while an athlete is serving their suspension, it will only count towards their suspended events if the game or meet is not made up. If the game or meet is rescheduled, or a game(s)/meet(s)

is added in replacement the suspended athlete will have to serve their suspension then. The following progressive discipline shall be used for the more serious violations of the athletic policy (e.g., the offenses listed as A-F in the Code of Conduct). Contest suspensions will be rounded up.

1st Violation: The athlete will be suspended from 30% of a season's contests. If the season is more than 75% complete, the remainder of the suspension will be served in the next sport in which the athlete participates.\* The athlete will be expected to practice with the team throughout the suspension period.

2nd Violation: The athlete will be placed on a one year (365 calendar days) suspension from all school sponsored athletic activities. The athlete may not practice with a team during the suspension period.

3rd Violation: The athlete will be permanently ineligible to participate in school-sponsored athletic activities within the school district

\*An athlete must successfully complete the sport in which he/she is serving a suspension.

## **VI. DUE PROCESS & APPEALS**

An athlete subject to discipline under the athletic policy and/or team rules shall be given written notice of the charges and an opportunity to discuss the matter with the coach, principal, or athletic director. Violations of the athletic policy may be verified by:

1. Athlete or parent/guardian admission.
2. Law enforcement reports.
3. School staff member reports detailing observed violations.

### **A. UNJUSTLY DISCIPLINED**

Any athlete who believes that he or she has been unjustly disciplined may appeal the decision to the athletic council within three (3) school days of the decision and the decision(s) must be communicated in writing within those three school days. Athletes appealing decisions will NOT be eligible to participate in athletic events during the appeals process.

### **B. ATHLETIC COUNCIL**

The Athletic Council consists of all head coaches, the athletic director, and the principal. At least 7 (seven) coaches need to be present. The principal serves as secretary and the athletic director serves as a chairperson. Upon receipt of an appeal, the athletic director shall call a meeting of the athletic council within seven days.

### **C. NOTIFICATION OF MEETING / VOTING BY ATHLETIC COUNCIL MEMBERS**

The athlete and parents/guardians shall be notified of the meeting in advance and shall be allowed to attend if desired. The athletic council will review the evidence of the charges and will either uphold, overrule, or amend the decision. The votes of the athletic council members shall be made part of public record. The athletic council will render a decision and provide written notice to the athlete and parents/guardians within three school days. Records of the meeting shall be maintained by the athletic director.

The athlete may further appeal to the Beal City Board of Education within three school days of written notice of the Athletic Council's decision. The Board shall review and decide the matter at its next regularly-scheduled board meeting, or sooner at the discretion of the Board. The Board's meeting shall

be conducted in accordance with applicable law. The Board's decision shall be final.

Each appeal must be made within three school days of the decision and decision(s) must be communicated in writing within three school days.

1. Athletes appealing decisions will not be eligible to participate in athletic events during the appeal process.
2. The Athletic Council members are only able to abstain on decisions that involve their immediate family (brothers, sisters, cousins, aunts or uncles, etc.).

## **TRANSPORTATION POLICY**

### **A. POLICY**

Beal City Public Schools will provide transportation to all games scheduled Monday-Friday and all MHSAA tournament events. Parents are responsible for transporting their son/daughter to and from regular season contests scheduled on Saturday.

### **B. GENERAL GUIDELINES**

1. When Beal City Public Schools provides transportation it is required that all athletes ride to the event with the team and it is highly recommended the athlete ride home on the team bus. In extreme situations, this may be exempt with the completion of the driver approval form. First, to be completed and signed by a parent/ guardian, secondly, signed by an administrator.
2. When parents are unable to make arrangements for their child to be transported to the event, the coach will meet the athlete and transport him/her, with written permission from parent/guardian.
3. Student/athletes are not permitted to drive themselves to a contest, unless accompanied by a parent/guardian. (Discipline action may be taken -if infringed upon.)
4. In the event, there is an abundance of athletes that do not have parental transportation, school bussing may be considered.

### **C. BUS COURTESY**

1. Coaches will require team members to use respect and courtesy with all drivers. Common sense dictates that we will treat those that help us with respect.
2. If radios are "allowed" by the coach, please see that the noise level is kept down.
3. On returning, buses must be picked up by the team and/or coaches. Please leave the bus in satisfactory condition.
  - a. Muddy cleats or shoes should be taken off before boarding the bus.
  - b. Extremely muddy jerseys should be taken off--when and where possible.
  - c. If the team is allowed to eat on the bus, please have all waste paper put in a proper receptacle.

## **GUIDELINES AND PROCEDURES FOR ADVANCING AN ATHLETE TO A HIGHER LEVEL.**

As stated in the Athletic Policy Philosophy, "participation in athletics is a privilege not a right". The philosophy also states "The athletic rules have been developed for the welfare and benefit of athletes". In regards to advancing a player to a higher level, in particular freshman to varsity, certain guidelines must be met prior to any mention of the change. If it is the coach's intent to move up a freshman to varsity at the beginning of the season, the following steps need to be taken two weeks prior to the first practice. It is also understood that during the first three days of practice (tryouts) all athletes have the opportunity to be evaluated for consideration. If a coach sees it necessary to bring up a freshman the coach must meet with the Athletic Director to

discuss the need and readiness of the athlete both physically and socially, There shall be no mention to the athlete regarding his/her participation on varsity. An athlete who moves up should receive significant playing time. \*Steps 1 - 4 must be followed if a freshman is moved to varsity at any point during the season.

1. Upon approval from the athletic director, the parents of the athlete will be contacted to inform them of the invitation to the varsity team and to discuss advantages and disadvantages. At this point it is the parent's right to make the best decision for their athlete.
2. Once parental consent has been given, a meeting with the athlete, parents, athletic director, principal, and coach must be held to inform the athlete of the invitation and allow the athlete to decide whether or not he/she would like to accept the invitation. Under these guidelines it is the responsibility of the coach to ensure the athlete understands the pressure he/she may face and to give guidance to the athlete and parents as to how to deal with such pressures.
3. If the athlete accepts, the following shall occur;
  - A conference with the coach and athlete one week after he/she is moved up to see how things are going.
  - A meeting with the above mentioned people in item 3, one week after the first game to discuss how things are going.
  - A follow up meeting halfway through the season again to make sure the athlete has adjusted well and address any concerns.
4. Freshman may be allowed to attend a varsity team camp. In-district camps must provide an equal opportunity to all high school athletes.
5. At no time may a coach offer an invitation to a freshman without following this procedure.

**MODEL POLICY FOR TRANSFERS FOLLOWING VIOLATIONS OF A SCHOOL'S STUDENT/ATHLETIC CODE**

Beal City High School will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of student or athletic code violation(s) at that student's most recent previously attended school. A student who transfers to Beal City High School after becoming ineligible because of a student or athletic code violation(s) at the previously attended school shall remain ineligible at Beal City High School for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of exceptions to the transfer regulation of Beal City High School and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which caused the students ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Beal City High School. That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Beal City High School from teams, positions, events and awards at least until the full period of ineligibility has been served.

**ATHLETIC PARTICIPATION FEE GUIDELINES AND PROCEDURES**

Due to financial conditions, the Beal City Public Schools Board of Education has instituted a fee for participation in interscholastic sports. The fee will generate revenue to help supplement the athletic budget necessary to maintain a comprehensive Interscholastic Athletic Program. The fee is set as follows:

	<u>H.S. Athletes</u>	<u>Jr. High Athletes</u>
1st Season .....	\$50 .....	\$25
2nd Season .....	\$25 .....	\$15

3rd Season\$15 ..... \$10

\*Maximum fees charged per family per year is limited to \$175.00

THE PARTICIPATION FEE IN NO WAY GUARANTEES THE PARTICIPANT PLAYING TIME IN ANY CONTEST NOR DOES IT GUARANTEE THE PARTICIPANT OR HIS/HER PARENT(S) CONTROL OVER ANY CONDITIONS OF THE TEAM OR ATHLETIC DEPARTMENT.

A. PAYMENT

A deadline for payment will be established for each of the athletic seasons. A student/athlete will not perform in a contest until payment has been received or a payment plan has been established. Payment may be made at the time of uniform distribution or payments may be mailed to:

Beal City Public Schools  
Athletic Department  
3180 W. Beal City Rd.  
Mt. Pleasant, MI 48858

Or, they may be dropped off at the Beal City Public Schools office. Checks are to be made out to Beal City Public Schools. If paying with check, please include student's name and sport Payment may be made using our E-Funds option on our school web page.

B. REFUND GUIDELINES

Refunds will not be made for any reason once the team has been determined. For example, refunds will not be made to students who:

1. Drop out of a sport before the season has ended.
2. Are suspended from a sport because of a rule violation.
3. Become academically ineligible.
4. Are injured and unable to compete.
5. Move out of the district.

C. ECONOMIC HELP

Any student who wishes to participate, but is unable to because of finances, should complete the Scholarship Form available from the school offices or the athletic director. The guidelines for determining that a student will have the participation fee waived will be determined by guidelines similar to those of the district's free and reduced lunch program.

Any questions regarding these guidelines and procedures may be directed to the Superintendent's Office, or the Athletic Director's office.

**\*\*\* A signed acknowledgment of the Beal City Athletic Policy is required before participating in practice or events. The form may be found on page 61 of this handbook.**

**DUAL SPORT ATHLETE**

Athletes at Beal City High School are allowed to participate in more than one Sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A league contest will always take precedence over a non-league contest.
4. A league meet (ex-track) will take precedence over any contest.
5. If league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
6. MHSAA tournament events will take precedence over non-league or league events. In the event that two MHSAA tournaments are held on the same day, the primary sport will take precedence as in #5.
7. If non-league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
8. In the event that it would be possible for an athlete to participate in both sports on the same day, he or she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
9. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
10. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
11. All eligibility rules will remain the same.
12. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
13. **Before being allowed to participate in two sports during a season, the athlete, his or her parents or guardian, Athletic Director, and the two coaches involved must meet and sign the acknowledgment form on page 62 of this handbook.**

## ATTENDANCE

Good attendance is considered a necessity. Students who have good attendance generally achieve higher grades, enjoy school, and are more employable after leaving high school. Students are expected to attend classes regularly and 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 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.

To insure that the parents, and the administration will have knowledge of student's absence from class, parents 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 of their student's absence. Notes will be required from parents who have not contacted the school by phone. Parent excused absences may not necessarily be considered excused by the principal. Absences are considered excused if they are activities that cannot be conducted outside the regular school day and involve parent supervision. Skip day absences will not be considered excused.

All teachers will keep an hourly record of attendance for all students in his/her classes. Attendance records will also be kept at the attendance office. The official record is with the teacher.

After two (2) absences per quarter, the office will send a letter to the parents indicating the dates missed and classes missed. The attendance secretary will record in the student's attendance file that the letter was sent.

After the fourth (4) absence per quarter, a certified letter will be sent to the parents. Direct parent contact with a school administrator may be requested. It is hoped that a conference will help to discover reasons for absences, and develop a solution to the problem. All absences beyond four, in a quarter, that are not covered by a Doctor's excuse, must be made up on Saturdays, or other times approved by the Principal. Days missed beyond four will not need to be made up if the student has a written doctor's excuse and makes up the class work.

If the student is under sixteen years of age, he/she will be referred to the school attendance officer and juvenile court.

SUSPENSIONS of three days or less **WILL COUNT** toward the 4 day maximum. Suspensions of more than three days will count three days toward the maximum of four (4). No suspensions will count toward the seventh (7) day.

**IT IS EXTREMELY IMPORTANT THAT THE STUDENT AND PARENT REALIZE THAT THE 4 ABSENCES PER QUARTER, BUILT INTO THIS POLICY, ARE NOT TO BE CONSIDERED AS APPROVED DAYS TO MISS CLASS. THE MAXIMUM OF 4 DAYS ARE TO BE USED FOR ILLNESS, PROFESSIONAL APPOINTMENTS, EMERGENCY BUSINESS, AND BUSINESS AT HOME.**

- 1.) 1-4 ABSENCES - PHONE CALL OR NOTE FROM HOME
- 2.) 5-6 ABSENCES - MUST MAKEUP THE TIME MISSED, OR HAVE A DOCTOR'S EXCUSE.
- 3.) 7+ ABSENCES - (NO DOCTOR'S EXCUSE)

STUDENTS WHO MISS CLASS WITHOUT THE KNOWLEDGE OF THEIR PARENTS, AND SCHOOL ADMINISTRATION WILL BE CONSIDERED "*SKIPPING*" FOR THE PURPOSE OF THIS POLICY. Skipping is not only disapproved of, but may result in suspension from school as conditions merit. The first offense will be punished by matching missed hours in Saturday school, or immediately before or after the regular school day. The second offense will result in a three day suspension from school. The third offense will result in a five-day (5) suspension with possible recommendation for expulsion for the remainder of the year or semester or assignment to Alternative Education.

Absences for school sanctioned trips or events will not be counted toward the seven: Student Council, Athletic trips, College Visitations, Field trips, etc. Teachers will be notified (usually in the announcements) of the previous kind of absences. Absences due to approved funeral attendance, will not be counted toward the consequences of five to seven days missed, if the office is notified of the reason.

Any student on long term illness/hospitalization will be placed under the care of the home bound teacher. For purposes of this policy they shall be considered to be in attendance. If an illness of more than five days is anticipated by the Doctor and/or parent, the school should be notified immediately.

Students leaving the school grounds prior to the end of the school day are required to obtain permission to leave the building. This can be obtained in the school office, only after receiving permission from a parent/guardian, and the administration. Students violating this policy will be considered skipping, and will be dealt with accordingly.

## **PRE-PLANNED ABSENCES**

Students will be allowed two prearranged absences not exceeding a total of five (5) school days per year for a trip with his/her parent/guardian. The request must be made in writing to the High School Principal's office at least ten (10) school days in advance of the planned trip. All assigned work should be picked up in advance of the trip and be handed in when the student returns to school. If the above procedure is followed and all work is completed within the specified period of time, the days will not count towards the seventh (7) day policy.

Approval of pre-planned absences will be based on the student's current academic performance, recommendation of teachers, and a pattern of regular school attendance. The student's teachers may have a conference to review the student's status. They will base their decision on the overall status of the student which will include, but is not limited to the following: attendance in class, passing/failing courses, and behavior. Saturday detention may be assigned for time missed. The final decision will rest with the Principal. If the student does not meet the above mentioned criteria, the request will be denied. If the student chooses to leave after the request has been denied, all days will be counted toward the seven (7) day quarter limit.

## **MAKEUP 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 makeup work. Unless otherwise specified, the student will have time equal to the absences to make up work. For example, 1 day absent = 1 day to complete missed work.

## **TARDINESS**

Beal City Jr.-Sr. High School operates a definite schedule. Every student has a place to be at a specific time. Students are expected to be in their classes on time. Chronic tardiness is not tolerated. A student is considered tardy if he/she is not in the classroom when the bell rings. A student who is more than 10 minutes tardy is considered absent, even though in attendance for the remainder of the block.

1. Any student arriving after the bell, must go directly to class, where the teacher will document their tardiness.
2. When a student reaches 3 tardies in a quarter in all classes combined, there may be a conference with the administration. Parents will be contacted, and the student will be assigned an hour to be taken at the next available Saturday session. If the Saturday hour is not taken as assigned, a one-day suspension will be imposed which may count toward loss of credit.
3. When the fourth tardy in a quarter has been reached, the student will be assigned another hour to be taken at the next available Saturday session. If the Saturday is not taken as assigned, a one-day suspension will be imposed, which may also count toward loss of credit.
4. When the fifth tardy in a quarter is reached, the student will be assigned a full (four hour) Saturday session. If the session is not taken, it may result in a 3-day suspension, which may count toward loss of credit.
5. When the sixth tardy per quarter has been reached, the student will attend two Saturday sessions. If the sessions are not taken as assigned, it will result in a 3-day suspension which may count toward the loss of credit.
6. Upon reaching 7 tardies per quarter, in any class, the student may lose credit in that class.

Habitual tardiness will be dealt with on an individual basis by the administration. Continued unapproved tardiness will result in the student being assigned to Alternative Education; suspension or recommendation for expulsion.

## **JUNIOR HIGH ATTENDANCE**

A truant officer is available to the district and may be requested to assist in improving the student's attendance. The truant officer may petition the parents and/or student to appear in juvenile court. A parent conference may be requested by the administration for an excessively absent Junior High student. Retention at the present grade level for an additional year may be considered for an excessively absent student. Any or all of the above available courses of action may be taken in any case when a Junior High School student is excessively absent from one or more classes during a semester.

## **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 may 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 students by the principal. Staff members are required to inform students who they refer for discipline. Student's who have engaged in illegal activity on or off school property will be suspended from participating in any extended extracurricular trips for a minimum of 6 academic months from the time of the illegal activity. The time length of the suspension may be extended based on the rules and procedures of each specific club/group. (Examples would include Close-Up, FFA, German Links, YIG, NHS etc.) These illegal activities include, but are not limited to minors in possession of illegal or controlled substances, destruction or property, selling or possession of look-a-like drugs, and sexual criminal conduct code violations. If the illegal violation occurs after fund-raising has begun and/or deposits have been made, all funds will be forfeited.

### **DETENTION**

Any student assigned to serve a school detention will be given at least overnight, to make arrangements for transportation. Transportation from detention is the responsibility of the student and his/her parent. Unexcused absence from an assigned Saturday Detention will result in the amount of time assigned being doubled. During detention you are not allowed to sleep, use cell phone, use I-pods, and should bring homework or have something to read during time served.

### **SUSPENSION**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will not be allowed to makeup school work due to suspension and will receive no credit for days missed. Tests and quizzes will be made up and a grade given based on the results of the tests and quizzes.

## **PENALTIES FOR VIOLATIONS:**

**SMOKING:** Smoking or possession of tobacco on school property:

1st-Offense: Parent notification. One day to three days out-of-school suspension. Authorities may be notified.

2nd Offense: Parent notification. Three day out-of-school suspension. A student must make and keep an appointment for Substance Abuse Counseling. Authorities may be notified.

3rd Offense: Parent notification. Five day out-of-school suspension. Authorities may be notified.

4th Offense: Board meeting to determine student status. Authorities may be notified.

**DRUGS OR DRUG LOOK-A-LIKES, INCLUDING ALCOHOL:** Use of, possession of, under the influence of on school property, or at a School function:

1st Offense: Parent notification. Ten day out-of-school suspension. Authorities may be notified.

2nd Offense: Referred to Board of Education for expulsion. Authorities may be notified.

**SAFETY OF OTHERS:** Physical attacks or threats to students or school employees threatens the safety of others. Throwing water, snowballs, or the use of water devices may also threaten the safety of others. Water creates electrical hazards; slippery floors; may ruin clothing, expensive equipment, and is dangerous on buses. Laser flashlight pointers are potentially dangerous. Their unauthorized use will result in disciplinary action.

1st Offense: Parent notification. One to three (1-3) day suspension from school. Restitution must be made.

2nd Offense: Extended suspension up to ten days. Restitution must be made.

3rd Offense: Recommendation to the Board of Education for expulsion.

**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 is not acceptable. Rewards may be posted, and students who are caught will pay for the reward, or they will be prosecuted.

1st Offense: Payment of damage. Parent notification. Conference with Principal, to determine legal options. Depending on the individual situation, recommendation for Board action can be made after the 1st offense if it is considered gross misconduct. Depending on severity, the option of notification of prosecutor and police agencies is available, and up to a 3 day suspension.

2nd Offense: Extended suspension and payment for damage. Authorities may be notified.

3rd Offense: Recommendation for expulsion. Payment for damage. Authorities may be notified.

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

1st Offense: Parent notification and Saturday Detention or one to three day out-of-school suspension.

2nd Offense: Parent notification and administrative conference. One to five day out-of-school suspension.

3rd Offense: Recommendation for expulsion to Board of Education.

**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.

1st Offense: Parent notification. One to two days out of school suspension. All absences falsely excused will be considered unexcused.

2nd Offense: Four to five days out-of-school suspension.

3rd Offense: Recommendation for expulsion.

**PLAGIARISM:** Students must properly give credit when others' words or ideas are used. Plagiarism is defined as using and passing off the writing or ideas of someone else as one's own or portraying someone else's work as your own original work. Plagiarism referrals will stay on file for all four years of high school.

1st Offense: Parent notification by staff member referring. No credit (a zero) on the test, quiz, or assignment involved which may result in student failing class. May be suspended 1-3 days out of school. You may refer to cheating policy as well.

2nd Offense: Parent notification by staff member referring. No credit (a zero) on the test, quiz, or assignment involved which may result in student failing class. May be suspended 3-5 days out of school.

## **HAZING/BULLYING**

Hazing/Bullying activities of any type are prohibited at all times. Hazing/bullying includes any wilful act done by a student or students to another student for the purpose of subjecting that student to humiliation, intimidation, physical or mental abuse or threats of abuse, social or other ostracism, shame, or disgrace. Permission, consent, or assumption of risk by the student subject to hazing does not lessen the prohibition.

1st Offense: One to three day out-of-school suspension.

2nd Offense: Three to five day out-of-school suspension.

3rd Offense: Ten day suspension and/or recommendation for expulsion.

## **FLOAT TRASHING** (Any type of intentional damage to a float)

1st Offense: One to three days out-of school suspension and restitution.

2nd Offense: Three to five days of out-of-school suspension and restitution.

**DUE PROCESS RIGHTS:** The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- A. Students subject to short-term suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation or a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.
- B. Students subject to long-term suspension and expulsion: A Student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board/Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board/Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board/Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (policy 5610 and /or policy 5610.01), to a request for reinstatement (policy 5610.01), or to a request for admission after being permanently expelled from another district (policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students that have been suspended. In addition, this statement of due process rights is to be placed

in all student handbooks in a manner that will facilitate understanding by students and their parents.

## **BUILDING, GROUNDS & TRANSPORTATION**

### **BOOK, INSTRUCTIONAL MATERIALS, EQUIPMENT, AND LOCKERS**

Books, instructional materials, equipment, and lockers are provided by the school district to each student without charge or deposit in most cases. Students are responsible for the books, instructional materials, equipment and lockers once issued, until returned. Students who have not taken care of their obligation to the school for the last school year for books, materials, equipment and lockers will not be issued school owned books, instructional materials, equipment, or a locker. Parents 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.

### **LOCKER RULES**

1. Do not give out your locker combination.
2. Keep your locker locked at all times.
3. Keep your locker neat and clean.
4. Any damage or destruction of lockers by students will result in payment for damage and/or disciplinary action.
5. If your locker does not work properly, report it to the office.
6. The lockers are school property. School authorities may search student's lockers at any time.

### **BUS RULES**

School bus transportation is provided for most students living within the confines of the school district. Whether the student regards riding a school bus a privilege or not, this privilege may be denied to any student for improper conduct while riding the school bus. The length of this denial may vary from one day to the complete school year, depending on the number of times reported and seriousness of the misconduct.

Proper student conduct is a most important factor in the safe and wholesome operation of a transportation program. The Board of Education and Administration expect the same level of appropriate student behavior while riding a school bus as they would in the classroom or any public place. Therefore, it is of utmost importance that bus drivers, the Director of Transportation, Principal, and parents continually work together to assure the best possible student behavior.

The school bus driver is in charge of the bus at all times when it is in operation and has authority to demand observance of proper student conduct and the school bus rules. A proper amount of discipline must be maintained on the bus in order to permit the bus driver to maintain adequate composure for the safest operation of the school bus. A rowdy, noisy, and destructive student will not be tolerated by the bus driver or the school administration. Each driver is given authority to stop the bus to talk with a student who is not conducting himself/herself properly and to report the student to the Director of Transportation and principal. Proper disciplinary action will be taken against the student and the incident will be recorded on his/her student record. Repeated offenders will be asked to secure their own transportation to and from school.

The following are some of the basic student bus rules and regulations:

1. Obey the driver at all times.
2. Keep hands and head inside the bus at all times.

3. Maintain a classroom atmosphere, except for ordinary conversation.
4. Do not shout at passing persons or vehicles.
5. Occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
6. Be at the bus stop ready to board the bus when it arrives.
7. Stay off the traveled roadway at all times while waiting for the bus.
8. Wait until the bus has come to a stop before attempting to get on or off.
9. Enter or leave the bus only at the front door except in case of emergency.
10. Cross the traveled roadway, if necessary, after leaving the bus in the following manner:
  - a. Make sure the bus is stationary.
  - b. Upon leaving the bus, go 10 feet to the front of the bus, within sight of the driver and wait for the proper signal for crossing.
  - c. Upon signal from the driver, look both to the right and the left, then proceed across the roadway in front of the bus.
  - d. Walk, don't run, in front of the bus when crossing the highway.
11. Report to the driver at once any damage to the bus that is observed.
12. Help keep the bus clean, sanitary, and orderly. There is to be no drinking on the bus while in operation. The only exception is at a Coach and/or advisor's discretion, and with prior administrative approval. For example: Stopping at McDonald's
13. No smoking, fighting, throwing objects, or profanity will be tolerated at any time.
14. No writing on, marring, or defacing the interior or exterior of the bus.
15. Students who ride the bus to school will not be permitted to walk or ride any other bus or get off at another stop unless the driver has written permission from parent or guardian.
16. The bus driver is in charge of the students while they are on the bus and at the bus stops, and while loading or unloading students.
17. Students may be required to walk a maximum of 1/2 mile (elementary) or one mile (high school).
18. Radio and tapes are not allowed on the bus unless permission is granted by the Principal.
19. Students who damage the bus will be responsible for restitution for the materials damaged and the cost of labor to repair.
20. Beal City Schools will be using mounted video cameras on busses to assist in monitoring bus behavior, and for the safety of all students.
21. Do not throw objects on the bus.

**MISCONDUCT ON SCHOOL TRANSPORTATION:** When a student violates one or more of the above safety bus rules thereby causing an unsafe and/or disruptive condition, the following disciplinary procedure will be used:

1st Offense: Bus Misconduct Report will be sent to the office; student may receive at least one day bus suspension, or Saturday detention, and parents will be notified.

2nd Offense: He/she will be suspended from riding the bus at least three (3) days and up to five (5) days. Bus Misconduct Report filed in the office.

3rd Offense: Parental conference with Principal, Transportation Director, and Superintendent, if necessary. At that time it will be determined whether penalty is for the rest of the year or not.

Student may receive an immediate suspension from the bus and school by the Principal for the following reasons:

1. Fighting on the bus.
2. Smoking on the bus or lighting matches or other flammable items.
3. Complete disrespect for the driver and other passengers--swearing, improper language, or ob-scene gestures.

## CAFETERIA AND LUNCH HOUR RULES

Our lunch program is set up on a computer similar to a bank checking account. Your payments are deposited and the account is charged when meals are purchased. All students in grades 3 - 12 are issued a PIN (Personal Identification Number). Students in Kdg. 0 2nd grade do not heed a PIN; their accounts are controlled by cafeteria staff. For security purposes your PIN should be memorized and not shared with anyone.

Students need to prepay their accounts, no money will be accepted in the lunch line. To insure proper credit to your account, please pay by check or money order. You may also pay on-line by going to the Beal City Schools web page and use our E-Funds process. It is easy to set up an on-line account and make a deposit (the money will be in your child's account within 15 minutes). Lunch money is collected from students daily. Lunch money envelopes are available in classrooms and at the cashier station in the cafeteria.

Students may charge up to three meals. Parent contact will be made after the third charge. If payment is not made and the account brought up a positive balance the next day, students will be offered Cook's Choice (sandwich, fruit, and milk for lunch or cereal and milk for breakfast). Families that have extenuating financial circumstances may contact the principal. See the Student Handbook for additional information.

Breakfast is served daily starting at 7:35 a.m.; the costs are \$1.10/full pay, \$0.30/reduced and \$1.50/adults. In the event of a delay, breakfast WILL NOT be served. Breakfast includes three items from different food groups, but not more than four.

Our lunch menu consists of a choice between two entrées, fruit, all you can eat salad bar, bread and juice or milk. Students up to third grade may be given half an entrée. Those students are allowed to receive the remaining half at no additional charge. A student cannot charge an ala carte item without sufficient funds in their account. Milk or juice may be purchased by students who bring cold lunch. They can either use their account funds or bring \$0.35 to buy it during lunch. **NO LUNCH WILL BE SERVED ON HALF DAYS.** The cost for Elementary lunch is \$1.60/full pay, \$0.40/reduced, the cost for secondary lunch is \$1.70/full pay, \$.40/reduced. \$2.50/adults and an extra entrée is \$0.75. Prices may be subject to change.

LunchApp.com is a secure web-site that allows you to fill out your free/reduced application on-line. You can access this site through the cafeteria web page on the Beal City web-site.

**Due to state/federal regulations, we cannot allow students to receive free/reduced meals until their application has been received and approved.** Therefore, students will be charged a full pay price until their application is accepted, which may take up to a week after being received. Any charges made prior to the acceptance of your application must be paid within the first week of notification. After the first week, your children will receive cook's choice for breakfast and lunch until these charges have been paid.

Ala carte items are available IN ADDITION to our full menu for Junior and Senior High students. They

include: juice, snack chips, pretzels, cheese sticks, ice cream novelties, cinnamon rolls, rice krispy treats, fruit snacks, etc. These items range in price from \$0.25 to \$0.75.

Restrictions and special instructions can be posted on individual student accounts. Please contact the school with these requests. Any credits will be carried over to the next school year.

Our annual "Food For Thought" cafeteria meetings are held in the fall and open to any students, parents, and community members. The date and time will be published in the Aggie Express, on the website and in the elementary newsletter.

These rules are to be followed:

1. Form a single line by grade level. Please no cutting and keep your hands to yourself.
2. Due to state/federal regulations of free and reduced lunches and breakfasts, students are not allowed to share their meals or charge accounts.
3. Please pick up after yourself: food, napkins, silverware, tray.
4. The parking lot is off limits during lunch
5. No one is to leave the school grounds during lunch hour without permission.
6. Place trash in proper receptacle.
7. Do not throw food or other objects.
8. Try not to waste food. Take only what you think you can eat. You may always come back for more if you have finished what is on your tray.
9. All food will be consumed in the cafeteria.

## **WELLNESS FOOD AND SAFETY POLICY**

Beal City Schools has developed a wellness policy. This policy is to help assist us as a school and community to a healthier lifestyle. The following policies are in place to assist us with this goal:

1. We encourage students and families to make good health choices for life long benefits.
2. We promote safe learning environments by ensuring that appropriate behaviors are modeled by staff and practiced by students.
3. We encourage the use of healthy food if used as a reward.
4. We prohibit withholding food from any student as a punishment.
5. We encourage offering predominantly healthy food/beverages for classroom celebrations/parties.
6. We encourage not selling foods with low nutrient value in school fund-raising or fund-raising promoted to the students through the school.
7. We encourage predominantly healthy foods and beverages be offered at school events. (open houses, conferences and meetings)
8. We stipulate that predominantly healthy food and beverages are offered as ala carte options.
9. We regulate hours that our vending machines containing food and beverages with low nutrient value are accessible to students.
10. We audit annually to make sure our sidewalks, cross country track, lighting and/or other key elements are safe.
11. We prohibit staff from withholding physical education class, with the exception of the Physical Education Teachers in their class, as a punishment or to make up missed instructional time, class work or test in other subjects.

12. We prohibit use of physical activity as punishment.

## **MEDIA CENTER**

Seventh through twelfth grade students are allowed to check out three items (only one may be a magazine) from any part of the library. Overdue materials must be returned or paid for before additional items can be checked out, even if a student does not have the maximum number of items out. Although we do not assess late fines, overdue items must be returned before a student can receive his/her report card(s). Students will be charged the cost to replace materials that they do not return including magazine covers and magazines. The media center materials are protected by a security system. Students attempting to circumvent the system and remove materials without checking them out will be punished for THEFT. Students who damage books, remove security tags, damage or attempt to damage the security system itself will be punished for VANDALISM.

## **MEDIA CENTER USE**

Students wishing to use the media center when not accompanied by their teacher must have a pass stating the date, time, student's name, and the purpose for his/her use of the media center. Students are expected to use the media center for academic reasons only, and to be respectful while doing so. Students who are not assigned to a specific class during a given block are certainly welcome to use the facility for academic reasons, but should receive permission from the media center personnel upon arrival.

## **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 principal will use their discretion in determining inappropriate public displays of affection. Students will be warned initially, with all parents being notified if the behavior persists. Students may eventually be disciplined if it becomes chronic.

## **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, restrictions from activities or withdrawal of privileges. Other methods of discipline may be used that are not in the above list.

## **DANCE RULES/LOCK-INS**

1. Dances must be approved by the Principal (at least two weeks ahead of time.)
2. Dances will be sponsored and supervised by the sponsoring organization and their advisor.
3. The sponsoring organization will be responsible for buying decorations.
4. If there are any concessions the sponsoring organization will pay for food sold and receive the profits.
5. A minimum of four chaperones is needed. Two chaperones must be faculty members. Two will be parents of the sponsoring group.
6. Sponsoring organization members will be responsible for cleanup.
7. The dances will be over no later than 12:00 midnight for grades 9 through 12, and 10:00 p.m. for grades 7 and 8.
8. Once a student enters the dance, they will not be allowed to go back out unless previously approved by a faculty chaperone. (Chaperones will not be responsible for students who leave the dance without permission.)
9. Any Beal City student who wishes to bring a guest must fill out a guest pass in the high school office during regular school hours, three days before the dance. Guests must be 20 or under in age. Parent permission for BCHS student is needed to bring guest.
10. Any student that attends a dance with a guest will be held responsible for the conduct of his/her guest.
11. If any emergency exists, advise the chaperones immediately.
12. High school dances are for senior high students only (the Junior High will have their own dances).
13. Alumni who have graduated the previous year will be allowed at the Homecoming Dance.
14. All other school rules (smoking, drinking, etc.) will be enforced at all dances (any infractions will be disciplined according to school policy).
15. Any disruptive behavior will result in the disruptive student(s) being asked to leave the dance.
16. All contracts with dance bands/D.J. must be approved by the Principal prior to any commitment.
17. Students or others participating in the dance who indulge in unmannerly display of affection or vulgarity will be asked to leave the dance without any refund of admission.

## **DRESS CODE**

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 principal to request that the student leaves school to return with more appropriate clothes for school. The student may be required to wear appropriate clothing provided to the student by the principal.

Student attire is acceptable as long as it is neat, clean, and not inappropriate.

*Rules for Student Dress:*

1. Footwear is required (shoes).
2. No hats or caps will be worn in the school during the school day from 7:15 a.m. to 3:15 p.m.
3. Profanity or vulgar suggestions printed on clothing is prohibited. Examples of prohibited prints - (Coed naked, Big Johnson) These examples are not all inclusive.
4. Clothing should be worn as designed (mutilated clothing is not permissible).
5. Bare midriffs, tank tops, and sleeveless shirts less than 2 inches wide on the shoulders are not acceptable.

6. See through or ribbed shirts/tank tops are not allowed.
7. Shorts and skirts are allowed if they are at a mid-thigh length.
8. Alcoholic and other illegal substance advertising on clothing or hats are not to be worn during the school day or at school sponsored activities. Example: Red Dog, Joe Camel, Lucky's Brewery. These examples are not all inclusive.
9. Coats are not to be worn during the school day.
10. The dress code will be relaxed at sporting events but must remain in good taste.
11. Backpacks must be kept in lockers.

**STUDENTS WHO REFUSE TO COMPLY WITH THESE STANDARDS OF DRESS WILL BE INSUBORDINATE. (SEE INSUBORDINATION ON PAGE 16).**

## **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:

1. Drive Safely
2. Park correctly - parking spaces are very limited- taking more than one space, may result in loss of privilege.
3. After you park your car, you must not return to it, until you leave for the day, without permission from the principal.
4. At the conclusion of the school day students must leave in an orderly fashion by way of the south parking lot exit on Aggie Avenue.

1ST OFFENSE - Loss of driving privilege for one week, or one Saturday detention.

2ND OFFENSE - Loss of driving privilege for two weeks, or two Saturday detentions.

3RD OFFENSE - Loss of driving privilege for the remainder of the school year.

**\*\*GROSS VIOLATION MAY RESULT IN IMMEDIATE AND PERMANENT LOSS OF YOUR DRIVING PRIVILEGE AND SUSPENSION FROM SCHOOL PENDING A PARENT CONFERENCE WITH THE PRINCIPAL.**

## **EIGHTEEN YEAR OLD STUDENTS**

Some students will reach the age of majority before they finish high school. They will follow all rules and regulations that other students follow.

## **EMERGENCY FORM**

The emergency form provides the school with vital information on each student, and must be turned in by the end of the first week of school:

1. Student's name, address, and telephone number.
2. First and last name of parents.
3. Business phone and place of employment of mother and father
4. Doctor's name, address, and telephone number.

5. Name, address, and telephone number of people to contact if parents are not available.
6. Parent's signature authorizing emergency medical treatment.

## **EMERGENCY SCHOOL CLOSING**

When it becomes necessary to close school the following radio and T.V. stations will be notified: WCEN, WHNN, WCFX, WMMI-WCYZ, T.V. 9&10. Conditions that would close school would be: Bad weather, mechanical breakdown within the school, or a high rate of absence due to illness.

## **EMERGENCY DRILLS**

*Fire Drill Regulations and Emergency Exits- Steps to Follow:*

- Classroom teachers and students have the special duty of seeing that drills and emergency action are characterized by safety, order, control, and rapidity.
- Teachers must always take their class record book with them.
- A student (appointed in advance or at the time of alarm) goes directly to the door and leads the group single file out the designated exit, without stopping for books, papers, jackets, etc., to a location outside building. If the designated exit is blocked, the teacher will lead the group to the nearest exit.
- All classroom windows must be closed with the lights turned off as the classroom is emptied.
- All will observe the following rules:
  1. Exemplary conduct is essential--NO talking, laughing, pushing, shoving, or running.
  2. Follow instructions of teachers.
  3. Keep calm, quiet, alert, and be safety-conscious.
  4. Students must remain with their class and teacher.
  5. When all clear is sounded, return to class in an orderly manner.
- Students must be at least 100 yards from the building during Fire Drills.
- Teachers who have a conference period at the time of the drill or fire will participate by assisting other teachers and checking empty rooms and areas before leaving the building.
- All school personnel will participate in all drills, aiding evacuation of any pupils. Close all windows and doors, turn off lights, and extinguish any flame.
- Fire Exits will be discussed by each classroom teacher at the beginning of the year. Posted signs in each room will help instruct you as to the way you should exit.

## **TORNADO SAFETY**

In the event of a tornado watch (alert that weather conditions are such that there is a possibility of a tornado) a decision will be made as to the closing of school based upon the facts available. In the event of a tornado warning (immediate danger or a tornado has been sighted) students will be sent to the safest area of the building.

**TORNADO EMERGENCY PLAN: 'WARNING BELL' - THREE SHORT BELLS -- PAUSE AND REPEAT**

- A. Large rooms with high ceilings should be evacuated; the gym, cafeteria, and band room.
- B. Areas with glass should be avoided; the lobby and other entry ways.

- C. The classrooms on the south side of the building should be evacuated and the students moved into the hallways to be seated against the supporting walls and locker rooms.
- D. All classrooms on the north side of the building should be evacuated, except Mr. Pittsley’s room, and the students should be directed to sit against a supporting wall in the hallways, sitting facing the lockers on the south or west side of the building. In the classrooms, windowed areas should be avoided.
- E. All classrooms including the library and I.T.V. room, shop and greenhouse should be evacuated, and students should be directed to the halls and locker rooms.
- F. In the gym, if classes are being held inside, the students should be directed to the locker rooms. If the classes are being held outside, it will be up to the instructors discretion what action should be taken. Time permitting, the class should be taken inside to the corridor or locker room, if time doesn’t allow this, the students should be directed to lie face down on the ground or in any available ditch or depression.
- G. On the buses, the driver will have to determine if conditions warrant the evacuation of the bus. If so, the students should be directed to the ditch on either the south or west side of the roadway.

The Department of Education suggests that during a **TORNADO WATCH**, teachers be informed to review EMERGENCY PROCEDURES, and that a staff member be assigned as a lookout. The destruction brought about by a tornado derives from pressure differences between the inside and outside of the buildings, causing those buildings to literally explode. Windows and doors on the **north and east** sides of the buildings should be kept OPEN during those times when a tornado is a possibility.

## **LEAVING THE SCHOOL BUILDING**

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. If a student becomes ill in school, the school **MUST** contact a parent by phone before the student is allowed to go home. Before the student leaves he/she must sign out and obtain permission to sign out in the high school office or it will be considered skipping.

## **FOOD AND DRINKS**

No food, candy, or drinks of any kind are allowed outside of the tiled area. These items will be confiscated. Violators will be assigned Saturday Detention. Food and drinks in containers with non-re sealable tops are permitted in the Cafeteria, and teacher’s lounges. **OPEN CONTAINERS OR PACKAGES MAY NOT BE TAKEN OUT OF THE CAFETERIA.**

## **HALL PASSES**

The teachers are responsible for knowing where their assigned students are at all times. The student must have the written permission of the teacher before leaving a class. Teacher Mentors should be in the room with the teacher. If they leave they must have a written pass from the teacher. Hall privileges may be denied for students because of previous misuse.

## **ILLNESS**

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

## **INJURY**

Treatment of minor injuries is provided by the school. Parents will be contacted immediately if any injury or illness is serious. Nonprescription medication will not be given out by school personnel, except when authorized to do so by a written permission slip from a doctor or parent. Prescribed medications are not allowed to be taken in school without a parent and doctor's note and must be distributed by office personnel.

## **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 the insurance company, these are handled by each parent with the insurance company. We encourage all parents to check their own insurance policies as to the type of coverage that they now have.

## **MESSAGES**

Emergency messages only will be delivered to students during class time. Classes will not be interrupted to deliver messages regarding transportation, personal appointments, work schedules, family errands, etc. Such messages are not guaranteed to be delivered to students.

## **RADIOS, CELL PHONES, IPODS, MP3 PLAYERS, HEADSETS & OTHER ELECTRIC DEVICES**

Radios, cell phones, Ipods, MP3 Players, headsets or other similar musical devices are not allowed without prior approval of both the principal and the teacher, advisor, or coach in charge of the supervision of that activity. Cell Phones are not to be used during the regular scheduled school day, or on buses during the A.M. pick-ups and the P.M. drop-offs.

## **STUDENT DISMISSAL**

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal.

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. Students leaving class early will be marked absent for the entire class period.

Children of estranged parents may be released only upon the request of the parent whom the courts hold directly responsible for the child and who is the parent or guardian registered on the school record. The school shall not be a party to other arrangements with the estranged parents.

## **STUDENT VISITORS**

Students must gain permission from the principal and a classroom teacher to have visitors. Visitors passes and parental permission forms are available only in the office and are to be completed at least three days before the visitation. We only permit visitors who live outside a 50 mile radius from the school. Any student under high school age should not visit the high school unless it is for observation of a class. Any nonstudent in the building without authorization from the office is considered trespassing. Visiting students should only plan on visiting the B.C. Jr. Sr. High School for one half day per school year.

## **WORKING**

The administration endorses part-time work for students. However, the school must take an objective attitude towards 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 principal. Working permits are issued in the high school 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 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 matter, at least one of the following:

1. 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.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. 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 weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if 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 device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- 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.).

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. Failure to report such knowledge may subject the student to discipline.

### **RECORDATION AND REFERRAL**

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of the student's 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 not 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 or (if the individual is at least 18-years old or otherwise legally emancipated) 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 not emancipated) may petition the Board of the School District for reinstatement to school. An individual who was in grade 5 or

below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. 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 petitioning 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 same by committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. 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 unemancipated) or from the expelled pupil.
2. The committee shall consist of two School Board members, one school administrator, one teacher, and one parent of a pupil attending the school district.
3. 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.
4. Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the School District, and shall submit a recommendation to the School Board on the issue of reinstatement.
5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.
6. The Superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement.

## **REINSTATEMENT**

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

If a student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

## **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 speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent 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 of 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 Superintendent promptly. Anyone found to have violated this policy and/or the Rights and Responsibilities shall be subject to disciplinary 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**

- A. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

### **GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT**

- A. 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.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. Physical: Any intimidating or disparaging action such as hitting, kicking, 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 one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

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 she/he is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the Superintendent. The Superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents 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 principal 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), 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

Each principal is to arrange for students in his/her school to receive instruction, appropriate to their 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 they are involved or have observed. A synopsis of such information is to be contained in each parent/student handbook.

## SCHOOL PESTICIDE USE POLICY/INTEGRATED PEST MGMT. (IPM)

Beal City Schools, if needed, may use pesticides for pest control. Advanced notice will be posted on all entrance doors, and provided on the school website. If you want to be notified, contact Central Office (644-3901) to be included on the notification list. Those on the notification list will be notified three days prior to application of the pesticides.

### DUAL ENROLLMENT NOTICE

Historically, school districts have allowed their students to attend courses at local college or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment". Effective April 1, 1996, Public Act 160 created the Post Secondary Enrollment Options Act which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private college or universities, if all of the following conditions are met.

1. Students are in grade 11 or 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACTPLAN, ACT or MME. The following table shows the complete list of scores that qualify students for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACTPLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.

3. Students must be enrolled in both the school district and post secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer the college courses. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay the lesser of;
  - a. the actual charge for tuition, mandatory course fees, materials fees and registration fees; or
  - b. the state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the post secondary institution.

## **BEAL CITY HIGH SCHOOL DUAL ENROLLMENT OPPORTUNITIES**

### **CLASS OF 2010 AND BEYOND**

Any student in the class of 2010 or beyond that meets the school dual enrollment guidelines and chooses to dual enroll may choose either of the two options for his/her senior year.

Each semester, a student may take:

- 5 classes at BCHS and 1 dual enrollment college course **or**
- 6 classes at BCHS and 1 dual enrollment college course

## **STATEMENT OF ASSURANCE**

Beal City Public Schools  
Board of Education

### Statement of Assurance of Compliance With Federal Law

The Beal City Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 1970, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Beal City Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Joe Judge is the district Civil Rights contact. His phone number is 989-644-3901, ext. 409.

Beal City Public School District is an Equal Opportunity Employer.

## **NOTIFICATION OF RIGHTS**

### **The Federal Education Rights and Privacy Act**

In Compliance with federal regulation, Beal City Public Schools has established the following guidelines concerning student records:

- Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation.
- Pictures of the student may be used solely for district purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.
- The Family Education Rights and Privacy Act gives parents the right to inspect and review the educational records of their children. Section 99.11(c) of the regulations implementing that legislation states, "An educational agency or institution may presume that either parent of the student has authority to inspect and review the educational records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody which provides to the contrary".

## **NOTIFICATION OF PARENT/STUDENT RIGHTS IDENTIFICATION, EVALUATION AND PLACEMENT**

The following is a description of rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District you have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the District advise you of your rights under Federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- F. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- G. Have transportation provided to and from an alternative placement at no greater cost to you that would be incurred if the student were placed in a program operated by the District;

- H. Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District;
- I. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program and placement;
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- K. A response from the District to reasonable requests for explanations and interpretations of your child's records;
- L. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- M. Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. Jeff Klapp.
- N. Ask for payment of reasonable attorney fees if you are successful in your claim.
- O. File a local grievance.

The person in the middle school/high school who is responsible for assuring that the District complies with Section 504 is Jeff Jackson.

## **PARENTS RIGHT-TO-KNOW**

Beal City Schools receive funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district is required to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

1. Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to this information, parents may also request the following:

1. Information on the level of achievement of your child in each of Michigan's academic assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement; and
2. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

## **PHYSICAL EXAMINATIONS**

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, io injection into the body, but does not include a hearing, vision or scoliosis screening.

## **SELECTIVE SERVICE**

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

## **PARENT NOTIFICATION**

We recently have been notified by the Federal government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

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

Part of the Federally-mandated procedures include a requirement that the District requests the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

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

If you have any questions or concerns, please contact the superintendents office at (989) 644-3901.

## **ACCESS TO STUDENT DIRECTORY INFORMATION**

No Child Left Behind (section 9528) requires student directory information to be made available to military recruiters and institutions of higher education. Under the Family Education Rights and Privacy Act (FERPA) a student or his/her parents may request that the information not be released without prior written consent. Here is the description of the FERPA requirements:

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, students handbook, or newspaper article) is left up to the discretion of each school.

## **BEAL CITY PUBLIC SCHOOLS (BCPS) ACCEPTABLE USE POLICY ACCESS TO ACCOUNTS**

All users are encouraged to make use of the school’s facilities in pursuit of their academic goals, but are asked to remember that an INTERNET account is a privilege, not a right offered each academic year to the following:

1. All BCPS students approved by their parents.
2. All BCPS students approved by the building principals and/or network administrator.

### **USAGE GUIDELINES**

The INTERNET account holder is held responsible for his/her actions and activity with his/her account. Unacceptable uses of network resources are reported to the Network Administrator and Building Principal and will result in restrictions or suspensions of these privileges. Repeat violators will also be subject to further disciplinary actions such as Saturdays and/or out of school suspensions. Some examples of unacceptable uses are:

1. Using the network for illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using an account owned by another user;
9. Posting personal communications without the original author’s consent;
10. Posting anonymous messages;

11. Downloading, promoting links to, or the storing and/or printing of files or messages that are profane, pornographic, obscene, that use language that offends or tends to degrade others or that encourage criminal activity.
12. Transmitting, executing, promoting links to, or storing malicious, threatening, or abusive programs or material;
13. Downloading, executing, or storing programs from the INTERNET on network drives or network directories. This includes files that end with the extension of .exe, .bat, .zip or .com;
14. Violating the Content guidelines as outlined below;
15. If a student inadvertently accesses an inappropriate site, (See 11 above) the student must immediately report this to the responsible teacher. This is necessary to update protective software packages. (Note: This provision is not intended to excuse continued misuse by students.)

### **CONTENT GUIDELINES**

Students, as part of a valid classroom assignment, may be allowed to produce materials for electronic publications on the INTERNET. Teachers and the Network Administrator may monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
2. All student works must be signed with the students full name.
3. Individuals in pictures, movies or sound recordings may be identified by initials. Absolutely no first or last names may appear in reference to individuals in any image, movie or sound recording.
4. No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

## **BEAL CITY PUBLIC SCHOOLS INTERNET CONSENT AND WAIVER**

-Teachers, administrators, parents, guardians, and students share the responsibility of appropriate use of the internet.

-By signing the "BCPS Internet Consent and Waiver Form", the student and his/her parent(s) or guardian(s) agree to abide by the restrictions outlined in this policy. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities. Parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

-To that end, BCPS supports and respects each family's right to decide whether or not to apply for Internet access.

-BCPS makes no warranties with respect to the internet service or content. Further, the student and his/her parent(s) or guardian(s) should be aware that BCPS does not have control over the full range of information available. Other sites accessible via the internet may contain material that is illegal, obscene, profane, pornographic, defamatory, inaccurate, or potentially offensive to some people.

-Email forwarded to BCPS network servers or workstations become the property of BCPS and may be monitored to ensure that content falls within the Usage and Content guidelines.

-I agree to abide by the above agreement.

-I have read the above agreement with my child and understand my child can lose their privileges if they break this agreement.



**BEAL CITY PUBLIC SCHOOLS  
INTERNET CONSENT AND WAIVER FORM**

\_\_\_\_\_  
(Print Student's Name)                      (Parent Signature)                      (Date)

\_\_\_\_\_  
(Student's Signature)                      (Date)                      (Daytime Phone)

\_\_\_\_\_  
(Current Grade Level)                      (Student's user ID)

I   DO   DO NOT   (circle one)   give my permission for my child's picture to be posted on school web pages.

\_\_\_\_\_  
(Parent's Signature)                      (Date)

## STUDENT HANDBOOK CERTIFICATION

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

have received and read the Beal City Student Handbook.

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

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

\_\_\_\_\_  
(Date)

This form must be signed and returned before the end of the first week of school. Students may not return to school until this form is signed and returned.

## EMERGENCY MEDICAL AUTHORIZATION PERMIT

Should I become incapacitated and unable to authorize the delivery of emergency medical care, diagnosis, and treatment, including surgical intervention, if necessary, I authorize the individuals listed below to act on my behalf.

This authorization is valid until such time as I withdraw the authorization.

Authorized Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Authorized Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Doctor Preferred \_\_\_\_\_ Telephone \_\_\_\_\_

Doctor's Address \_\_\_\_\_

Dentist Preferred \_\_\_\_\_ Telephone \_\_\_\_\_

Dentist's Address \_\_\_\_\_

Insurance Company \_\_\_\_\_ I.D. No. \_\_\_\_\_

### Important Medical Information

Allergies \_\_\_\_\_

Current Medications or Treatments \_\_\_\_\_

\_\_\_\_\_

Previous Operations or Hospital Confinements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

Student Name (Print or type)

Date of Birth

Number

Street

Apt#

City

State

Zip

Parent Signature

Date

## STUDENT INSURANCE

**Please fill out the following and return it to the school.**

\_\_\_\_\_ We have accident insurance for our child.

Name of Company \_\_\_\_\_

Type and Amount of Coverage \_\_\_\_\_

\_\_\_\_\_ We do not have insurance.

\_\_\_\_\_ We do not wish to participate in any insurance plan even though we realize the school is not responsible for injuries that are incurred and our child cannot participate in any athletic program without accident insurance coverage.

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT OF ATHLETIC POLICY**

\*\*\*You must sign and return this acknowledgment form to your coach with both signatures before participating in practice or events.

I have read and understand the Beal City Athletic Policy.

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ACKNOWLEDGMENT OF DUAL SPORT ATHLETE

**Before being allowed to participate in two sports during a season, the athlete, his or her parents or guardian, the Athletic Director and the two coaches involved must meet and sign this acknowledgment form.**

Student Athlete \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_

Primary Sport \_\_\_\_\_ Coach \_\_\_\_\_

Secondary Sport \_\_\_\_\_ Coach \_\_\_\_\_

Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

**BEAL CITY 7<sup>th</sup> – 12<sup>th</sup>**  
**2009/2010 CALENDAR**

- September 8<sup>th</sup> ..... First Day of School for Students – Full Day
- November 6<sup>th</sup> ..... End of First Marking Period  
AM – Student ½ day  
Dismissal at 11:43a.m.
- November 12<sup>th</sup> ..... No Students  
\* P/T Conferences  
7<sup>th</sup> – 12<sup>th</sup>      5 – 8:00p.m.
- November 26<sup>th</sup> – 27<sup>th</sup> ..... Thanksgiving Break
- December 24<sup>th</sup> – January 1<sup>st</sup> ..... Winter / Holiday Break
- January 15<sup>th</sup> ..... End of First Semester  
AM – Student ½ Day  
Dismissal at 11:43a.m.
- February 12<sup>th</sup> ..... AM – Student ½ Day  
Dismissal at 11:43a.m.
- February 15<sup>th</sup> ..... No School – President’s Day
- March 4<sup>th</sup> ..... \* P/T Conferences  
7<sup>th</sup> – 12<sup>th</sup>      5 – 8:00p.m.
- March 26<sup>th</sup> ..... End of 3rd Marking Period  
AM – Student ½ Day  
Dismissal at 11:43a.m.
- March 29<sup>th</sup> – April 2<sup>nd</sup> ..... Spring Break
- May 31<sup>st</sup> ..... No School – Memorial Day
- June 9<sup>th</sup> ..... Last Scheduled Day of School  
End of Second Semester  
AM – Student ½ Day  
**Dismissal at 11:43a.m.**



**THE POWER MODEL  
(A Problem Solving Model)**

**P = PROBLEM IDENTIFICATION**

**WHAT IS THE PROBLEM, THE TASK, OR THE  
SITUATION?**

**O = OPTIONS**

**WHAT CHOICES DO I HAVE?  
LIST ALL CHOICES (OPTIONS)**

**W = WHAT OPTION IS BEST?**

**WHAT WILL HAPPEN IF I MAKE THIS CHOICE?  
ANSWER FOR EACH OPTION?**

**E = ENACT YOUR PLAN.**

**CHOOSE THE BEST OPTION.  
CARRY OUT THE PLAN.**

**R = REVIEW RESULTS AND REVISE.**

**HOW DID MY PLAN WORK?  
WHAT CHANGES DO I NEED TO MAKE?**

