

**BYRON CENTER WEST MIDDLE SCHOOL**  
**STUDENT/PARENT HANDBOOK AND SAFETY SIGNATURE AGREEMENT**  
**2023-2024**

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Date*

Parent or Guardian:

We encourage you to have a conversation with your student regarding the information about procedures and regulations here at Byron Center West Middle School. Please read and review the Student Handbook for Byron Center West Middle School with your child. Important school information is included in this handbook.

I have read and reviewed with my child the Parent/Student Handbook for Byron Center West Middle School. My child and I understand the contents of this handbook and agree to accept responsibility to abide by the school rules and guidelines, including the acceptable use of computers and technology (**Computer Conduct Code**). In addition, I give permission for my child to attend school-sponsored field trips. (**You will be made aware of any field trips**).

**COMMITMENT TO SCHOOL SAFETY**

As a student of Byron Center West Middle School, I pledge to help ensure that my school is a safe place for all students and staff. With my pledge, I promise to share with a teacher, counselor, or principal any information that could result in someone being injured or harmed. If I am uncertain of the seriousness of the concern, I will report it and allow the adults to make that judgment. I believe that my school should be a place where all students are treated with respect, receive a quality education, and feel safe. I understand that I may remain anonymous when I report my concern. I may also give my name when reporting, and if I do, my report will remain confidential.

**Recognizing that every student has the right to a safe environment where everyone is treated with respect:**

- I understand that I have an essential role in school safety and violence prevention.
- I will immediately report any threats of violence, suicide, presence of weapons or explosives to a school principal, counselor, or teacher, to allow them to investigate and determine the seriousness of the report.
- I will do all I can to stop the harassment of others.
- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of Byron Center West Middle School.

**\* My signature below indicates that I have read, understand, and will comply with the information provided in the Student Handbook.**

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Parent signature*

**BYRON CENTER WEST MIDDLE SCHOOL  
SCHOOL DIRECTORY  
2023-2024**

8654 Homerich Ave  
Byron Center, MI 49315  
www.bcpsk12.net

School Office	878-6500
Attendance Line	878-6511
Fax	878-6520

Mrs. Abby Kanitz, Principal	878-6501
Ms. Kelli Day, Assistant Principal	878-6502
Mr. Joe Rodriguez, Athletic Director	878-6506
Mrs. Melissa Donnelly, Administrative Assistant	878-6510
Mrs. Laura Winkel, Administrative Assistant	878-6511
Mrs. Ashley Carlton, Administrative Assistant	878-6500
Mr. Jeff Wierzbicki, Assistant Superintendent	878-6100
Dr. Kevin Macina, Superintendent	878-6100

**Student Services**

Mrs. Julia Kerkstra, Social Worker  
Mrs. Aubrey Poeller, Social Worker  
Mrs. Lisa Schluckbier, School Counselor  
Mrs. Kelly Frey, School Psychologist  
Mrs. Carrie VanDeRoer, Speech Pathologist

**English**---For a copy of this communication in your home language, please call: 616.878.6375

**Spanish**---Para obtener una copia de esta comunicación en su idioma de hogar, por favor llame al: 616.878.6375

**Chinese**---(Simplified) 如需在您家的语言沟通, 请致电: 616.878.6375

**Vietnamese**--- Đối với một bản sao của truyền thông bằng ngôn ngữ nhà của bạn, xin vui lòng gọi: 616.878.6375

## DAILY SCHEDULES

### Standard School Day

1 <sup>st</sup> hour	7:55-8:55
2 <sup>nd</sup> hour	9:00-10:00
3 <sup>rd</sup> hour	10:05-11:05
4 <sup>th</sup> hour	11:10-12:40
1 <sup>st</sup> Lunch	11:05-11:35
2 <sup>nd</sup> Lunch	11:38-12:08
3 <sup>rd</sup> Lunch	12:10-12:40
5 <sup>th</sup> hour	12:45-1:45
6 <sup>th</sup> hour	1:50-2:50

### FLEX Day

1 <sup>st</sup> hour	7:55-8:47
2 <sup>nd</sup> hour	8:52-9:44
3 <sup>rd</sup> hour	9:49-10:41
4 <sup>th</sup> hour	10:46-12:11
1 <sup>st</sup> Lunch	10:41-11:11
2 <sup>nd</sup> Lunch	11:11-11:41
3 <sup>rd</sup> Lunch	11:41-12:11
5 <sup>th</sup> hour	12:16-1:08
FLEX	1:13-1:53
6 <sup>th</sup> hour	1:58-2:50

### 2 Hour Delay

1 <sup>st</sup> hour	9:55-10:32
2 <sup>nd</sup> hour	10:37-11:14
4 <sup>th</sup> hour	11:19-12:44
1 <sup>st</sup> Lunch	11:14-11:44
2 <sup>nd</sup> Lunch	11:44-12:14
3 <sup>rd</sup> Lunch	12:14-12:44
3 <sup>rd</sup> hour	12:49-1:26
5 <sup>th</sup> hour	1:31-2:08
6 <sup>th</sup> hour	2:13-2:50

### Half Day

1 <sup>st</sup> hour	7:55-8:25
2 <sup>nd</sup> hour	8:30-9:00
3 <sup>rd</sup> hour	9:05-9:30
4 <sup>th</sup> hour	9:35-10:00
5 <sup>th</sup> hour	10:05-10:35
6 <sup>th</sup> hour	10:40-11:10

## **Welcome to Byron Center West Middle School!**

Dear Community/Parents/Guardians/Students,

WMS is an exciting place! Our objective is to provide a safe, academically rigorous, and enjoyable experience for all of our students. We promise that students will have the opportunity to experience meaningful academic and personal growth while here at WMS.

As we journey from elementary to the high school and beyond, I want to encourage you to get involved and to communicate with all of us here at WMS. It is our goal that every child at WMS learns to believe in their abilities and achieve their aspirations. We aim to provide a positive experience for each student here at school. Our teachers offer quality programs while promoting a positive and caring learning environment where students are put first. We strive always to live our mission statement:

### ***Helping Students Build Success Stories***

The key to our success is communication and teamwork. Student achievement is truly maximized when the community, parents/guardians, staff, and students communicate and work together. We value your insights and contributions. Please feel free to contact us anytime at (616) 878-6500 or [www.bcpsk12.net](http://www.bcpsk12.net) . Go Bulldogs!

Sincerely,

Abby Kanitz  
Principal

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Since the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to read the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the middle school office. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. For most current changes or amendments to our school policies, please visit our website [www.bcpsk12.net](http://www.bcpsk12.net)

### **Student Involvement**

Welcome! As a student at Byron Center West Middle School, you are taking a major step toward creating a brighter future for yourself. You will find many exceptional teachers on our staff. You will also discover many opportunities to take part in a wide variety of extra-curricular activities. **So, get involved!** Work hard to increase your classroom success. Take part in athletics, activities like student council, the student newspaper, or one of our extended exploratory classes. Do something to ensure you'll become a more capable, well-rounded person. You owe it to yourself.

### **Parent Involvement**

Parents are a welcome and important part of our program. Please feel free to contact teachers, administrators, and support staff regarding questions, concerns, and ideas that you have. If you'd like to get involved in chaperoning trips or volunteering for an event, please give us a call so we can send you an iChat form and make the proper arrangements. We have an active parent group, Parents at West (P.A.W.), that is always looking to increase their membership for valued input. In addition, we have many parent resources listed on our website, [www.bcpsk12.net](http://www.bcpsk12.net).

### **Positive Behavior Support**

We try hard to recognize and reward positive behavior at Byron Center West Middle School. Throughout the year we have a variety of activities for positive behavior. Some of the ways in which we do so are as follows:

**8th Grade Ceremony**~ each spring students and their parents are invited to attend a program where students are recognized for their accomplishments at WMS.

**National Jr. Honor Society** ~ an organization designed for our top scholars who must meet national standards and follow our application process.

**Student Council** ~ a student elected organization that helps promote school spirit and community relations.

**School Assemblies** ~ periodically we have student assemblies to recognize positive student contributions to our school.

**School Newspaper** ~ features articles by students, about students, for students-especially when students have outstanding successes, we try to feature them in our student newspaper.

**Student of the Month Program** ~ each month teachers nominate students deserving of this award; not necessarily honor roll students, but certainly honorable students.

## AFTER SCHOOL GUIDELINES

There are a number of events that occur after school. These include academic, musical, and athletic activities. If you are in the building after regular school hours, it is essential that you are supervised by an adult.

### **Athletics**

Student athletes must report to the locker rooms, change, and be ready for practice no later than 3:30.

### **Non-Athletic**

If you are involved in a non-athletic activity after school, you should report to the specified room and check in with the adult supervisor. You must remain there for the duration of the activity.

If you are waiting for a ride home, you should be waiting in the front commons area by our front doors and not wandering the hallways. Be sure your parents/guardians know where to pick you up after the activity. A student is not allowed in the academic areas unless previous arrangements have been made with a staff member. This policy is not intended to constrain, inconvenience, or otherwise hinder your enjoyment of an after-school activity. It is simply for your personal safety and welfare.

## AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the administration office at 878-6100.

## ASSEMBLIES

School assemblies will be held as a part of the education program. When attending assemblies, please follow these few and simple rules and any additional rules furnished by teachers, which will help maintain order:

Enter and leave the assembly in an orderly manner.

Sit in your assigned area.

Show your respect to your school, your classmates, and the performer by being attentive at all times.

Show appreciation by applause - do not stomp feet or whistle.

Students should remain seated until the end of the assembly.

## ATHLETICS

Byron Center West Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the athletic director or visit [www.bcpsk12.net](http://www.bcpsk12.net) and click on the athletics link.

**Fall sports offered:** co-ed cross country, boys soccer, football, girls volleyball, sideline cheer

**Early Winter sports offered:** boys basketball, competitive cheer, girls swim and dive

**Late Winter sports offered:** girls basketball, wrestling, boys swim and dive

**Spring sports offered:** co-ed track and girls soccer

**Citizenship and Sportsmanship** ~ Students of Byron Center West Middle School are expected to show the highest characteristics of citizenship and sportsmanship at all times and in all places involving any school activities. Students are reminded that whenever they are spectators or participants, in or out of uniform, they represent not only themselves, but their school, parents, and community as well. Any improper action may bring discredit to the entire community and is subject to disciplinary action.

**Participation on an athletic team is a privilege and not a right** ~ Participation in middle school athletics is an introduction to interscholastic sports, skill development, sportsmanship, and team philosophy, which are important goals at this level. Membership on a team is to be earned by continuously adhering to the standards of conduct, both in and out of school.

BCWMS will attempt to provide the opportunity to participate in sports to as many students as possible, however, because of possible physical and financial restrictions, team size may need to be limited. Playing time is guaranteed to all eligible team members during each contest -- but not equally. There is a fee associated with participating on any WMS athletic team. The participation fee and a current physical are to be turned into the office prior to the first day of tryouts or through FinalForms.

**Athletic Eligibility** - The student athlete must pass all classes with a D- (60%) or better to be declared eligible for athletic participation. An administrative checklist will be distributed every Monday during the specific season so that eligibility will be determined on a weekly basis. Each period of ineligibility will be from Tuesday to Monday. Athletes will be expected to continue practicing even when ineligible for contests. In order to participate in an athletic contest, a student must be in attendance for three of their six classes on the contest day.

## ATTENDANCE

**Attendance Philosophy** - School attendance is a major factor related to academic success. As such, the students of Byron Center West Middle School are expected to attend school on a regular and consistent basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement.

**Attendance Law & Board Policy** - Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail classes, lose certain privileges, and/or have their parents taken to court. Byron Center West Middle School has an attendance policy to avoid these negative consequences.

The Board of Education, as an agency of the state, is required to enforce regular attendance of students. The board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. Regular attendance and classroom participation are necessary for students to excel. Attendance shall be required of all District students, except those exempted under policy 5223 or by other provisions of state law, during the days and hours that the school is in session, or during the attendance sessions to which he/she has been assigned.

The Administration shall require, from the parent or guardian of each student, a phone call on the attendance line (878-6510) verifying their child's absence. Students **are not allowed** to excuse themselves. The board reserves the right to verify such statements and to investigate the cause of each single absence or repeated unexplained absences or tardiness.

The administration may report to the Intermediate School District infractions of the law regarding attendance of students below the age of eighteen. Repeated infractions of Board Policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the district program.

The board considers the following factors to be reasonable excuses for time missed at school: (1) illness; (2) recovery from accident; (3) required court attendance; (4) professional appointments - parents are encouraged to schedule their child's appointments with doctors/dentists during non-school hours; (5) death in the immediate family; (6) observation or celebration of a bona fide religious holiday; and (7) such other good causes may be acceptable to the superintendent or his/her designee.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present anywhere school is in session by authority of the Board.

The Board authorizes the administration to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the board supports efforts to provide for out-of-school alternative education opportunities for truant students rather than to heighten the effects of absence through suspension.

The administration shall develop procedures for the attendance of students which (a) ensure a school session which is in conformity with the requirements of the law; (b) ensure that students absent for Board approved reason have an

opportunity to make up work they missed; (c) ensure the student is not given a failing grade or his/her credit is not unconditionally revoked when lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator; (d) govern the keeping of attendance records in accordance with the rules of the State Board and; (e) identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.

**Attendance Requirements** - Students are expected to be at school on time, every day. Please attempt to schedule appointments during non-school hours. Students must be in attendance for at least half of the school day to be eligible for co-curricular and extra-curricular practices or performances. School related absences are exempt. The following guidelines have been established to encourage good attendance habits for your child.

- Five Absences and/or Tardies: Parent will receive a phone call from the school
- Seven Absences and/or Tardies: Letter will be sent to parents warning of truancy referral
- Ten Absences and/or Tardies: Student will be reported truant to the Kent County Truancy Officer

**Notification of Absence** - If a student is going to be absent for all or part of the school day, the parents must contact the school by 8:00am and provide an explanation. Absences not excused by parents within 24 hours of the student's absence will be considered an unexcused absence. An answering machine has been installed to take attendance information during the hours the office is not open. Parents are required to contact the attendance office in the event of a prolonged absence so that books or assignments may be sent home.

**Unexcused Absences/Skipping** - Any student who is absent from school for all or any part of the day without a parent excusing the absence shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Repeatedly truant students are subject to suspension.

**Tardiness** - Students will be considered tardy upon entering the classroom after the start time of each class. Each student is expected to be in his/her assigned location throughout the school day. Students arriving late to school must come to the office to sign in and get a tardy pass before proceeding to class. Students arriving to school more than 20 minutes late for their first class will be marked absent. Students will be allowed four tardies per quarter. The fifth tardy, and each subsequent tardy, will result in a detention.

**Closed Campus/Leaving School Building and Grounds** - No student is permitted to leave the school building or grounds without the permission of a school employee or properly identified custodial parent/guardian. The student must sign out before leaving, which will be validated by office personnel initials, any invalid sign-outs will be considered an unexcused absence. Failure to sign out will result in an unexcused absence. Students are not allowed in the parking lot at any time during the school day. Byron Center West Middle School is a closed campus. Students are not allowed to leave campus for lunch.

**Forged Notes and Misrepresentation of Parent/Guardian** - The school depends on parental notes and phone calls for communication concerning attendance. Although we operate on trust, if there are any concerns, we may call to verify notes or call-ins excusing a student. Students found using false or forged notes, or impersonating a parent/guardian during a call-in, will have an unexcused absence in the classes missed and may face suspension from school. Students may expect similar consequences for forging passes, add/drop slips, permission slips, or any other school document.

**Vacations During the School Year** - All vacations must be pre-excused. It is the student's responsibility to obtain a pre-excused absence slip from the main office at least 5 days prior to the scheduled absence. Make up work will be issued upon returning. It is not recommended that students go on vacation while school is in session. Each day of vacation counts as a one-day absence. Vacation absences do count against the daily attendance requirement.

**Hunting** - All hunting trips must be pre-excused. It is the student's responsibility to obtain a pre-excused absence slip from the main office at least 5 days prior to the scheduled absence. It is not recommended that students go hunting while school is in session. Hunting absences do count against the daily attendance requirement.

**Make-Up Test & Other School Work** - Students who are excusably absent from school, or who have been suspended, shall be given the opportunity to make up work that has been missed. It is the student's responsibility to consult their teachers as soon as possible to obtain assignments upon their return. The student must arrange make-up work due to suspension with the teacher. For excused absences, the student will have the same number of days absent in which to make up their homework. If a student misses a teacher's test due to an excused absence, they may make arrangements with the teacher to take the test. If they miss a Standardized Test, the student should consult with the office to arrange for taking the test.

**Extended Absences** - Extended absences which are beyond the student's control such as an accident, hospitalization, death in the immediate family, or severe illness, may be discounted from the total days absent if the following conditions are met: (1) The parent contacts the office at the beginning of the extended absence and provides verification upon request; (2) The student returns with a note from a doctor, when appropriate, stating the number of days it was necessary for the student to be absent.

**Homebound Instruction** - The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the District Office. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## BICYCLES

Students may ride bicycles to school. Bicycles must be parked in the racks provided by the school and must be locked when not in use.

### CHAIN OF COMMUNICATION FOR THE STUDENT

Do you have an issue with a teacher?	→	Discuss the issue in person with the teacher, on the phone, or e-mail, but do it privately.	→	If the issue is not resolved, involve your parents in the discussion with your teacher.	→	If the issue is still not resolved, include the principal or assistant principal in the discussion.
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### CHAIN OF COMMUNICATION FOR THE PARENT

A classroom issue/problem is to be discussed with the teacher first.	→	A student and/or parent brings a problem to the principal. The principal will confirm if this was discussed with the teacher.	→	If discussed with the teacher, the principal will meet with the teacher, student and/or parent and identify the problem, setting measurable outcomes.	→	Action will be taken by either; the teacher, student, parent, and/or principal.
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## CHEATING POLICY

Byron Center Public Schools consider you cheating if you:

- Take someone else's assignment and turn it in as your own.
- Copy or duplicate assignments and turn them in as your own.
- Turn in work, which was completed primarily by your parents.
- Reuse work without permission which you submitted to another class.
- State that you read a book or an assigned reading when you did not.
- Submit materials (written by someone else) without giving the author's name and/or source. This is plagiarizing.
- Take credit for group work when you made little contribution to the project.
- Use hidden reference sheets during a test.
- Use programmed material in watches, calculators, or personal computing devices when prohibited.
- Write formulas, codes, or key words on your person when you take a test.
- Communicate information to students in another class section which will help them on a test or quiz.

Cheating is a serious compromise of a student's integrity and should never be tolerated by the parent or school. Students caught cheating will face the following disciplinary action:

- First offense: 0% on the assignment. Teacher may require the student to redo the assignment with a maximum grade of 50%. Possible detention or suspension. A parent will be notified by the teacher.
- Second offense in the same class: Possible failure of the nine (9) week marking period. Possible detention or suspension. A parent will be notified.
- Third offense in the same class: Failure for the semester. Possible detention or suspension. A parent will be notified.

(These guidelines are in place for both electronic and paper assignments and tests)

## CODE OF CONDUCT

Because students at BCWMS are rapidly moving toward the responsibilities of the adult world, our expectations for good behavior must be high. Students must remember that they are part of the environment for other people, and their actions and attitudes have a strong impact upon the quality of the school world in which they live.

The discipline philosophy of BCWMS is based on the following fundamentals:

1. An effective learning environment for all students
2. A safe learning environment for all students
3. Student respect for school property, student property, and all people

**Expected Behaviors** - Each student shall be expected to abide by national, state, and local laws, as well as the rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family, and in the school.

**Dress & Grooming** - While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students who are representing Byron Center West Middle School at an official function or public event will be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other such groups. Personal expression is permitted within these general guidelines:

- Student clothing should be neat and clean
- Student clothing should protect the health of the student
- Clothing that will damage school property, such as cleats or chains, may not be worn
- Student dress that is likely to be distracting to the educational process will not be acceptable
- Hats and bandanas are not to be worn in the school
- Hoods must be removed if asked by a staff member

- Sunglasses are not to be worn in school
- No clothing may be worn that advertises cigarettes, alcohol, drugs, weapons, or that have any sexual implications
- No clothing may be worn that identifies gang affiliation or be worn in a manner that identifies gang affiliation
- Student clothing is expected to be modest. The following clothing and accessories are not permitted: strapless tops, off the shoulder tops, spaghetti straps, tops that expose the midriff, backless tops with strings, halter tops, low-cut tops, cut-off (sleeves) shirts, short shorts or short skirts (no more than 6 inches above the knee), exposed undergarments, ripped clothing six inches above the knees, pajamas and/or slippers, blankets, and studded jewelry.
- No sagging of the pants
- Shoes must be worn at all times in school

**Appropriate clothing will be offered to the student if available. If no appropriate clothing is available, parents will be called to bring proper clothing for the student to wear. The student will remain in the office until appropriate clothing arrives. Persistent dress code violations will be considered insubordination.**

Students are not allowed to have bags in classrooms unless special arrangements have been made.

Food and candy are not allowed in school, other than in the cafeteria. Drinks are not allowed in class as well, except for water with a secure lid with permission of the teacher.

**Care of Property** - Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, cash, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. When leaving items in the locker rooms students **must** lock up their belongings. The school is not responsible for lost or stolen items.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student and his/her parents will be required to pay for the replacement or damage. The student may also be subject to discipline according to the Student Discipline Code.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the school's computer network and the internet, the student and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the BCPS Technology Handbook referral to law enforcement authorities. A copy of the district Technology Handbook can be found online at [www.bcpsk12.net](http://www.bcpsk12.net) under the West Middle School tab under helpful links.

### **Internet & Student Use of District Technology**

1. All District owned technology is the property of Byron Center Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any District owned technology or a school supplied or supported email service.
2. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class materials does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.
4. It is the student's responsibility to bring their device to school fully charged. A student's repeated failure to bring their device charged may result in disciplinary action.
5. While personalized screen-savers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

7. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google drive.
8. The District issued device is designed as a tool for learning; misuses of the device may result in disciplinary action.
9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. A student should not share their personal security code with anyone. Responsibility for the contents/actions of the device rests solely with that individual.

### ***COPPA and Verifiable Parental Consent (Children under the age of 13)***

1. In order for Byron Center Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.
2. Byron Center Public Schools utilizes several computer software applications and web-based services, operated not by Byron Center Public Schools but by third parties. These include Google Apps, Apple ID, Schoology, and similar educational programs.
3. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.
4. The law permits schools such as Byron Center Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.
5. This form will constitute consent for Byron Center Public Schools to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Google, Follett, DeMarque, B.E. Publishing, Apple, and to the operators of any additional web-based educational programs and services which BCPS may add during the upcoming academic year.
6. This form will constitute that as a condition of your child's use of the Technology Resources, you release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. You also identify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.
7. You authorize the District to consent to the sharing of information about my child to website operators as necessary to enable your child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.
8. You understand that data your child sends or receives over the Technology Resources is not private. You consent to having the District monitor and inspect your child's use of the Technology Resources, including any electronic communications that your child sends or receives through the Technology Resources.
9. You understand and agree that your child will not be able to use the District's Technology Resources until this Agreement has been initialed and signed by both you and your child.
10. Please be advised that without receipt of the attached initial/signature form, your enrollment package will not be considered complete as Byron Center Public Schools will be unable to provide your student (s) with the resources, teaching and curriculum offered by our learning program.

### **CRIMINAL ACTS**

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

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

## CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice, Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (acquired immune deficiency syndrome), ARC-AIDS Related Complex, HIV (human-immunodeficiency virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

## STUDENT SERVICES DEPARTMENT

School counselors are available upon request to assist parents, guardians, and students. A variety of individual and group sessions are conducted to help with social concerns, family matters, and crisis situations. Procedures to see a counselor/social worker are as follows:

- Make an appointment through the office.
- Have your parent/guardian call and make an appointment.
- Leave a message in the counselor's box in the office.
- All students must have a pass to see the counselor.

Child Abuse/Prevention-Michigan law requires that school administrators, counselors, and teachers report all incidents of suspected child abuse or neglect to the proper legal authorities.

## DISCIPLINE PROCEDURES

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The School Resource Officer may be consulted on discipline. All discipline procedures and requirements are contained in Board Policy.

### FOR THE COMMON GOOD

***Conduct that supports the education process is encouraged and supported. Any action, conduct or attitude, whatsoever, which is disruptive, or which tends to impede the orderly conduct of the school routine or the learning process, or adversely affects the safety, health, and welfare of any student, shall be considered grounds for disciplinary action.***

The following examples of inappropriate conduct could result in a warning, detention, suspension, expulsion, referral to appropriate law enforcement agencies, or payment of damages, depending upon the circumstances of the case, and could

warrant action by the Board of Education for the violation committed. ***These examples are not the only acts or conditions for which disciplinary action is arranged, nor do they, in any way, limit these regulations and rules. The offenses and penalties listed are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not outlined.***

**Restorative Actions** ~ When positive efforts have not succeeded in correcting a student whose behavior interferes with the educational environment, the following corrective sanctions are authorized: warning, reprimand, detention, suspension, expulsion, loss of school bus privileges, restitution, and legal charges.

**Detentions** ~ Communication of disciplinary detention will be made to the parent by a teacher, staff member, or an administrator. Detention can be held during lunch and/or after school.

**Jurisdiction** ~ All administrators, teachers, and staff members of the middle school are vested with the legal authority to enforce the policies and regulations set forth by the Board of Education and rules established by the school administration.

**Refusal on the part of the students to respect this authority at all school functions shall be considered as insubordinate conduct and dealt with accordingly.**

### **Types of Disciplinary Action**

Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion will fall into the following categories:

**Warning** ~ Spoken or written notice that continuation or repetition of conduct found to be a violation of school rules may be cause for more severe disciplinary action.

**Detention** – The student will serve the detention during his/her lunchtime and/or after school, removed from the general population.

**DUE PROCESS:** Please also see Board policy and the District's Hearing Rights and Procedures form for additional information on student discipline and due process. The following information provides only a summary.

### **Suspension Less Than 10 Days from School**

Before making the decision to suspend a student for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal an administrator's decision to suspend a student for 10 or fewer school days to the Principal or his or her designee. The appeal must be submitted in writing to the Principal or his or her designee within 3 calendar days of the suspension. The principal's or his or her designee's decision is final. The student will remain suspended while the appeal is pending. Students who are issued an out-of-school suspension are placed on social probation. Social probation restricts students from attending all after school and extra-curricular events that he or she is or is not directly involved in.

### **In-School Suspension**

#### **Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;

- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

The Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The Board directs any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

As a means for keeping a student in school rather than suspending him/her to a potentially-unsupervised, out-of-school situation, the District has established an in-school suspension program. The student is not only removed from the classroom and assigned to a designated work area; he/she is also denied participation in any school activity for the length of the suspension. The same due process provided for out-of-school suspension shall apply.

#### ***Suspension for More Than 10 Days but less than 60 days***

Before making the decision to suspend a student for more than 10 school days but less than 60 days, the Superintendent or his or her designee will provide the student and his or her parent/guardian: (1) written notice of the offense the student is suspected to have committed, and (2) an opportunity for a hearing before the Superintendent or his or her designee, at which time the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent or his or her designee will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent or his or her designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. The Superintendent's decision is final.

#### ***Expulsion from School – 60 days or more***

For a student subject to a discretionary expulsion of 60 days or longer, the Superintendent or his or her designee shall provide the student and his or her parent/guardian: (1) written notice of the offense the student is suspected to have committed, and (2) an opportunity for a Board hearing, at which time the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. Administration will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent or his or her designee will not expel the student unless, following the hearing, the Superintendent or his or her designee is convinced by a preponderance of the evidence that the student committed misconduct that should result in expulsion under either the student code of conduct or the Revised School Code and that expulsion is the appropriate consequence.

A student or his or her parent/guardian may appeal the Superintendent's expulsion recommendation to the Board. The appeal must be submitted to the Board within 3 calendar days of the expulsion. The Board will hear the appeal at its next regularly scheduled meeting. The Board will review the information submitted at the Superintendent-level hearing and determine (1) whether the allegations against the student were established by a preponderance of the evidence; and (2) whether the expulsion is warranted based on the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

For a student subject to a mandatory expulsion under this policy or Michigan law, the Superintendent shall provide the student and his or her parent/guardian: (1) written notice of the offense the student is suspected to have committed, and (2) notice of the date, time, and location of the hearing before the Superintendent or his or her designee. At the hearing, the student may present evidence and witnesses to show that the student did not commit the alleged offense or that expulsion is not an appropriate consequence. The Superintendent or his or her designee will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not refer the student to the Board for expulsion unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed an act resulting in a mandatory expulsion under this policy or Michigan law. If the Superintendent determines that the student committed an offense provided under the mandatory expulsion language of this policy or Michigan law, the Superintendent shall refer the discipline to the Board.

A student or his or her parent/guardian may appeal the Superintendent's decision to recommend a mandatory expulsion to the Board. The appeal must be submitted to the Board within 3 calendar days of the expulsion. The Board will hear the appeal at its next regularly scheduled meeting. The Board will review the information submitted at the Superintendent-level hearing and determine (1) whether the allegations against the student were established by a preponderance of the evidence; and (2) whether the expulsion is warranted based on the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

The Board's decision is final. The student will remain suspended while the appeal is pending. If the student does not file an appeal of the Superintendent's recommendation, the Board will adopt the proposed discipline.

Byron Center West Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the administration.

**Please see Board Policy and the District's Hearing Rights and Procedures form for specific details on student suspension and expulsion procedures.**

#### **EXPLANATION OF TERMS APPLYING TO STUDENT DISCIPLINE CODE**

**Use of drugs:** The use of illicit drugs and the unlawful possession and abuse of alcohol is wrong and harmful. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and during transportation. This means that any activity – possession, sale, distribution, or use of drugs, alcohol, imitation drugs, steroids, inhalants, inappropriately used prescription drugs, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. If caught, law enforcement officials may be contacted. Violations of this rule will result in a suspension or expulsion. Students caught with an illegal substance are subject to the same consequences. We have posted a list of banned drugs in our locker rooms and hallways. If interested this information shall be provided to parents, students and the community annually. If you wish a copy of this list of banned drugs, please request through the middle school office.

**Use of Breath-Test Instruments:** The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. With the approval of the student, he/she will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

**Smoking/Tobacco/Vaping:** Smoking, vaping, and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco/vape during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco and vapes, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, E-Cigarette or any other matter or substance that contains tobacco or simulates smoking, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, E-Cigarette, vapes, other "smoking" paraphernalia (including lighters) or tobacco production on one's person is also prohibited by this policy. Possession or use of tobacco, or other smoke simulating devices in any form on school grounds or school-sponsored events will result in a suspension.

**Student/disorder/demonstration:** Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he/she is encouraged to contact an administrator to discuss the proper way to plan such an activity. While student input is appreciated, all student petitions or demonstrations should be conducted through the student government. Students who cause or disrupt the educational process or the school may be subject to suspension or expulsion.

**Possession of a weapon:** A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, chairs, jewelry, etc. Criminal charges may be filed for this violation. Violation of this rule will result in suspension or expulsion.

**Use of an object as a weapon:** Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. Violation of this rule will result in suspension or expulsion.

**Criminal sexual conduct:** A violation of Section 520(b)-(g) of the Michigan Penal Code being MCL 750.520(b)-(g). A pupil who commits criminal sexual conduct in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311(2)) until such time of reinstatement under Section 380.1311(5). A pupil who commits criminal sexual conduct against another pupil enrolled in the same school district may be suspended or expelled from school if it is determined that the interest of the school is served by the student's suspension or expulsion. (MCL 380.1311(1))

**Purposely setting a fire (arson):** Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violation of this rule will result in suspension or expulsion.

**Physically assaulting a staff member/student/person associated with the District:** Physical assault (fighting) on a staff member will result in expulsion. Physical assault on a student or other person may result in charges being filed and the student will be suspended and/or expelled. The School will have jurisdiction during the school day, at school activities or on school grounds, and when students are en route to and from school. Students fighting in school, at school activities, or on school property will be suspended. Violation of this rule will result in suspension or expulsion.

**Verbally threatening a staff member/student/person associated with the District:** Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered an assault as will profanity directed toward a staff member in a threatening tone. Letters, pictures, or emails containing vulgarity, profanity, or threats will also be a violation of this policy. Electronic communications containing threatening content are also inappropriate and prohibited under this policy. Violation of this rule could result in suspension or expulsion.

**Extortion:** Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violation of this rule could result in suspension or expulsion.

**Gambling:** Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violation of this rule could result in suspension or expulsion.

**Falsification of schoolwork, identification, forgery or plagiarism:** Forgery of office passes and excuses as well as I.D.'s are forms of lying and are not acceptable. Use of another student's documents, electronic or hard copies, is a violation of this policy. Plagiarism, or using other's material, without giving credit to the source, is not acceptable. Violation of this rule will result in failing the assignment, possibly failing the course, and possible detention or suspension. These guidelines are in place for and including electronic assignments, tests as well as the tradition pencil/paper tests.

**False alarms and false reports:** A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt. Violation of this rule could result in suspension or expulsion.

**Explosives:** Explosives, fireworks, and chemical-action objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violation of this rule could result in suspension or expulsion.

**Trespassing:** Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the administrator.

**Theft:** When a student is caught stealing school or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the office. The School is not responsible for personal property.

**Disobedience:** School staff can act "in loco parentis", which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Violation of this rule could result in suspension or expulsion.

**Damaging property/Vandalism:** Disregard for school and/or personal property will not be tolerated. Violation of this rule could result in suspension or expulsion, and restitution must be paid.

**Persistent absence or tardiness:** Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work.

**Unauthorized use of school or private property:** Students are expected to obtain permission to use any school property or any private property located on school premises. Violation of this rule could result in suspension or expulsion.

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

**Aiding or abetting violation of school rules:** If a student assists another student in violating any school rules, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Displays of affection:** Students demonstrating affection between each other is personal and not appropriate in school. This includes touching, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in parental contact, suspension from school, or possible expulsion.

**Possession of electronic equipment:** The School supplies most electronic equipment necessary in school. Unless directed by WMS staff, students are not allowed to use electronic equipment such as but not limited to games, tablets, MP3 players, cameras, cellular phones, earbuds/headphones, and the like during the school day. These devices must be locked in their locker or secured with the office personnel. Laser pointers will be considered a violation of this rule and may result in detention or suspension. The school staff has authority to confiscate any device considered detrimental to the educational process. The property will be confiscated and disciplinary action will be taken.

**Violation of individual school/classroom rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Violations of rules could result in suspension or expulsion.

**Violation of bus rules:** Please refer to "Section V- transportation" for bus rules.

**Disruption of the educational process:** Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of classes, assemblies, field trips, athletic, and performing arts events. Violation of this rule could result in suspension or expulsion.

**Harassment:** see explanation on page 21

**Persistent disobedience:** The repeated refusal to obey school rules and regulations. This will result in parent contact, suspension or expulsion.

**Gross Misbehavior:** Misbehavior - misconduct exceeding reasonable limits. This will result in parent contact, suspension, expulsion, and/or possible legal action.

**Profanity/vulgarity/lewd behavior:** Inappropriate language or mannerisms is not acceptable. Violations of this rule could result in detention, suspension, and/or expulsion.

**False accusations:** Students making false accusations or false reports are subject to detention, suspension and/or expulsion.

**Areas off limits:** Students are not allowed to be in the gymnasium, weight room, classrooms, balcony, or other designated off limit areas unless they are under the supervision of a teacher or coach. Under no circumstances are students to climb the closed bleachers. Violation of this rule could result in suspension or expulsion.

<b>BEHAVIOR</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>3RD OFFENSE</b>
1. Possession of a weapon (Guns, Knives, etc. will result in State Mandated Expulsion)	3-10 day OSS with possible recommendation for expulsion, police referral, and parent conference.	5-10 day OSS with possible recommendation for expulsion, police referral, and parent conference.	10 day OSS with possible recommendation for expulsion, police referral, and pBarent conference.
2. Arson/Purposely setting a fire or explosives	10 day OSS with recommendation for expulsion, police referral.	X	X
3.A sexual misconduct on school grounds or at a school function/Criminal Sexual Misconduct (CSC will follow permanent state mandated expulsion laws).	10 day OSS with recommendation for expulsion, police referral, and parent conference	X	X
3.B Criminal sexual conduct committed against another pupil enrolled in the same school district is a discretionary suspension or expulsion under state law.	10 day OSS with possible recommendation for expulsion, police referral, and parent conference	X	X
4. Physically assaulting a person	5 to 10 day OSS with possible recommendation for expulsion, possible police referral, and parent conference	10 day OSS with recommendation for expulsion, possible police referral, and parent conference	X
5.A. Fighting	Up to 7 days OSS	5 to 10 day OSS, parent conference	10 day OSS with possible recommendation of long term suspension up to expulsion, possible police referral, and parent conference
5.B. Instigating a fight	Up to 3 days OSS	3-5 Day OSS	5-10 Day OSS with possible recommendation of long term suspension up to expulsion.
6. Aggressive Behavior	Up to 3 days OSS	3 to 5 day OSS	5 to 10 day OSS with recommendation of long term suspension up to expulsion, possible police referral, and parent conference
7. Threatening or intimidating a staff person, student or other member of the district.	Up to 10 days OSS with possible recommendation of long term suspension up to expulsion, possible police referral and parent conference	10 day OSS with recommendation of long term suspension up to expulsion, police referral, and parent conference	X

8A. Use of drugs/alcohol - use or possession. Includes coming to school under the influence and possession of paraphernalia.	5-10 day OSS, possible police referral, possible recommendation of long term suspension up to expulsion and parent conference	10 day OSS with recommendation of long term suspension up to expulsion, possible police referral, and parent conference	X
8B. Drug distribution: transfer, sale or the intent to sell or purchase of drugs.	10 days OSS with recommendation of long term suspension up to expulsion, police referral, and parent conference	X	X
9A. Use or possession of tobacco/vape (including electronic paraphernalia) on school grounds.	Up to 3 days OSS	Up to 5 days OSS	5-10 days OSS, parent conference
9B. Distribution of tobacco/vape (including electronic paraphernalia). Transfer, sale or the intent to sell or purchase tobacco/vape	Up to 5 days OSS	Up to 10 days OSS, possible recommendation for long term suspension, possible police referral	Up to 10 days OSS, possible recommendation for long term suspension, possible police referral
10. Cheating or falsification of schoolwork, identification, and/or forgery or plagiarism.	0% for a grade on assignment. Teacher may require student to redo the assignment with a maximum grade of 50%, possible detention or suspension.	2nd offense is a 50% maximum grade for 9 week marking period in that course, possible detention or suspension.	3rd offense ends in student failing the semester course, possible detention or suspension.
11. Setting false alarms/false reports (Bomb Threats, fire, etc.)	Up to 10 day OSS with recommendation of long term suspension up to expulsion, police referral, and parent conference	X	X
12.A. Possession of Explosives	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion. Possible police referral.	X	X
12B. Use of Explosives	10 day suspension with recommendation of long term suspension up to expulsion, possible police referral.	X	X
13. Trespassing/loitering	Up to 3 days OSS, possible police referral	3 to 5 days OSS, possible police referral	5 to 10 days OSS, possible police referral
14. Theft	Up to 3 days OSS, possible police referral.	3 to 5 days OSS, possible police referral.	5 to 10 days OSS, possible police referral.
15. Insubordination	Up to 3 days OSS, parent conference	Up to 5 days OSS, parent conference	Up to 10 days OSS, parent conference. Further insubordination may result recommendation of long term suspension up to expulsion

16. Damaging property	1-5 days OSS plus fines (Extreme Damage = 10 day OSS plus recommendation of long term suspension up to expulsion)	3-7 OSS plus fines, possible recommendation of long term suspension up to expulsion  (Extreme Damage = 10 day OSS plus recommendation of long term suspension up to expulsion)	Up to 10 days OSS plus fines, and possible recommendation of long term suspension up to expulsion  (Extreme Damage = 10 day OSS plus recommendation of long term suspension up to expulsion)
17. Unexcused absence	1 hour detention	1 hour detention	1 hour detention, parent conference
17A. Persistently tardy	5th Tardy - lunch detention	All other Tardies - detention	All other Tardies - detention, call home
18. Refusing to accept discipline ex: skipping detention, refusal to turnover cell phone, etc.	Up to 3 day OSS	Up to 5 days OSS	Up to 10 days OSS, possible recommendation of long term suspension up to expulsion.
19. Engaging in displays of affection	Student and administrator calls home to parent	Parent phone call, 1 day ISS	Parent phone call, up to 3 days OSS
20. Possession of electronic equipment outside of what the school policy permits (phones, smart watches, earbuds, etc.)	Device collected by school staff and student may pick up the device at the end of the day	Device collected by school staff and parent/guardian must pick up the device	Device collected and picked up by parent/guardian. Device no longer allowed at school or dropped off in office by student upon arrival for remainder of school year. Treat as insubordination (up to 3 days OSS).
21. Violation of classroom rules	1 hour academic detention	1 days ISS	Up to 3 days OSS
22. Violation of bus rules	Up to Transportation Department	Up to Transportation Department	Up to Transportation Department
23. Disruption of the educational process	Up to 3 days OSS with possible recommendation of long term suspension up to expulsion.	Up to 5 days OSS with possible recommendation of long term suspension up to expulsion.	5-10 days OSS with possible recommendation of long term suspension up to expulsion.
24. Recording video/taking pictures without permission	Up to 3 days OSS, device left in office	Up to 5 days OSS, device dropped off in office by student upon arrival for remainder of school year	Up to 10 days OSS, device dropped off in office by student upon arrival for remainder of school year, parent conference
25. Gambling/Extortion	1-3 days OSS with possible recommendation of long term suspension up to expulsion	3-5 days OSS with possible recommendation of long	5-10 days OSS with possible recommendation of long term suspension up to expulsion

		term suspension up to expulsion	
26. Profanity/vulgarity/inappropriate language	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS, with possible recommendation of long term suspension up to expulsion
27. Inappropriate and gross misbehavior	Up to 5 days OSS with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion
28. Making false accusations/lying to staff member	Up to 10 days OSS, with possible recommendation of long term suspension up to expulsion	Up to 10 days OSS, with possible recommendation of long term suspension up to expulsion	Up to 10 days OSS, with possible recommendation of long term suspension up to expulsion
29. Disorder/Demonstration	1 to 10 day OSS, with possible police referral, parent conference, and possible recommendation of long term suspension up to expulsion	1 to 10 day OSS, with possible police referral, parent conference, and possible recommendation of long term suspension up to expulsion	1 to 10 day OSS, with possible police referral, parent conference, and possible recommendation of long term suspension up to expulsion
30. Dress Code violations	Change or call home (must wait in office for change of clothes to come). Hats, hoods, and other violations will be dealt with individually.	Up to 1 day ISS	Up to 2 days ISS
31. Failure to report knowledge of dangerous weapons or threats of violence	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion
32. Unauthorized use of school or private property	1-10 day OSS	3-10 day OSS	3-10 day OSS with possible recommendation of long term suspension up to expulsion
33. Misconduct Away from School (including online harassment) that interferes with the educational process at school.	See related handbook offense. Up to 10 days OSS and possible police referral.	See related handbook offense. Up to 10 days OSS and possible police referral.	See related handbook offense. Up to 10 days OSS with possible recommendation of long term suspension up to expulsion and possible police referral.
34. Harassment and/or bullying. Including online harassment and bullying.	Up to 3 days OSS. Possible recommendation of long term suspension up to expulsion and police referral.	5 to 10 days OSS with possible recommendation of long term suspension up to expulsion and police referral.	10 days OSS and possible recommendation of long term suspension up to expulsion and police referral.

\*Students who are issued an out-of-school suspension are placed on social probation. Social probation restricts students from attending all after school and extra-curricular events that he or she is or is not directly involved in.

**Work Expectations during Suspensions** - When a student is on out-of-school suspension, they are expected to keep up on schoolwork through Schoology. Any assignments that cannot be completed while on out-of-school suspension should be completed promptly upon the student's return to school. If a student is suspended during semester two exams, they will be assigned a time to come to school to complete their exams in the office. Parents are responsible for transportation to and from the school if this occurs. If a student does not come to the school when scheduled, he/she will receive a zero on his/her exams.

## ENROLLING IN THE SCHOOL

Students are expected to enroll in the school district in which they live. Students who are new to Byron Center West Middle School are required to enroll with their parents or legal guardian. The enrollment process is handled by the BCPS Administration Office. When enrolling, the parents will need to provide the following documents:

- birth certificate
- proof of residency
  - Driver's license or voter's registration card
  - Deed, closing statement, recent tax assessment, mortgage payment book with name & address attached, lease agreement.
  - Current Electric AND Natural Gas/Propane bill
  - Two different pieces of current business mail with parent/legal guardian name with the Byron Center address
- proof of immunizations
- most recent report card or transcript
- custody papers from the court (if necessary)

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Byron Center West Middle School has the right to withhold registration until all records have been received from the transferring school district. In addition, any student with behavioral problems or a criminal record may be required to attend an alternative education program.

Any students requesting to return to Byron Center West Middle School from their alternative school are not permitted to have attendance, discipline, or academic problems. However, whether a student returns or not, is at the discretion of the administration.

## EMERGENCY CLOSINGS & DELAYS

If the school must be closed, or the opening delayed, due to inclement weather or other conditions, the district will notify radio and television stations (WGRD, WJFM, WLAV, WLHT, WOTV & WCUZ, WOOD, WZZM, WXMI, and WKLQ) as well as E-connection found on BCPS website, or a phone call generated by the district auto-dialing system. Parents and students are responsible for knowing about emergency closings and delays.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

**Assistant Superintendent of Schools @ 878.6100**

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

**School Records:** School records are open to review by parents or adult students. Formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to the school principal. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.

**Directory Information:** "Directory Information" consists of student's name, address, telephone number, date and place of birth, major field of study, participation in school activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended by the student. The information is usually given to newspapers when they print stories on student accomplishments. It may be used in school publications and provided to parent-teacher committees.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds and are a privilege to attend. There are also other trips that are part of the School's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent which is given on the signed handbook form in the front of this handbook and through additional permission slips.

## FINES AND FEES

All basic instructional materials are provided to students for their use during the school year; however, fees may be assessed for school pictures, special field trips, yearbook, activity tickets and other items should a student wish to purchase those items or participate in those activities. Students are responsible for all books, materials, supplies, equipment, and facilities assigned to them or provided for their use. Abuse or loss of these items will result in payment for the items lost and possible disciplinary action.

## EMERGENCY DRILLS

The school will conduct emergency drills of various nature in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the classroom/building. Evacuation plans will be posted in classrooms. Tornado drills will be conducted to make students aware of the safest location in case of severe weather. Students will also practice emergency procedures in the event an intruder enters the building.

## GRADES

Byron Center West Middle School has a standard grading procedure as well as additional notations that may indicate work in process or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she should ask the teacher. Students transferring into Byron Center will receive a credit for coursework that was credited to them at their previous school. GPA's are not transferred from previous schools.

**General Grading Scale**

93-100%	A	73-76%	C
90-92%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	0-59%	F

**Grading Periods** - Students shall receive a printed report card at the end of each semester indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, the teacher will notify parents.

**Late Work Credit** - Student work turned in on-time will receive consideration for full credit. Assignments/work turned in late and

credit/grades received for that late work will be communicated by teachers/departments to their students.

**Passing Criteria** - The following criteria are still in effect even though a formalized report card will be issued at the end of each semester. Students shall receive a cumulative grade at the end of each quarter which will count for 22.5% of their final grade. In addition, a mid-term and final test will count for 5% each in the final grade total.

**PowerSchool Parent Portal** ([www.bcpsk12.net/powerschool](http://www.bcpsk12.net/powerschool)) - Parent Portal provides the tools you need as a parent/student to increase communication between the teacher and home providing further success for the student. Information transferred between the school and home is secure and enables the parent to check the student's progress daily. Assigned username and password will stay with the student throughout their high school career. Username and password will be issued for both parents and students. If you need assistance, please call the main office at 878-6500.

## HALLWAYS & HALL PASSES

**Hallways** - Hallways are a crowded place. For reasons of safety, cleanliness, comfort and convenience, students are not to use any profane or vulgar language, should never run, and should not yell, scream, hit lockers or otherwise make excessive noise while in the halls. Food and drink are not allowed in the halls, and school staff have the authority to confiscate any food or drink in the halls. Please take pride in our school and do your part to keep it clean. Please do not litter or mark graffiti anywhere.

**Hall Passes** - Class time is essential. Students are not to be in hallways or restrooms during academic time unless they have permission. Any student found in the hallway without permission from a teacher, in a location other than that specified on a pass, or off the most direct route to the class of destination, will be subject to disciplinary action. There is ample passing time between classes - be sure not to waste time and report to class ON TIME.

## HARASSMENT

### Public Act 241 of 2011 "Matt's Safe School Law"

Byron Center West Middle School of Byron Center Public Schools is in complete compliance with the above public act. Harassment of students is prohibited and will not be tolerated. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, sexual orientation, marital status or disability. The policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Every student should, and every staff member MUST report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action.

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

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on district property or at any school related events, on or off district property.

### Sexual Harassment

- A. Verbal: Written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. Nonverbal: Placing sexually suggestive objects, pictures, electronic communications or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
- C. Physical: Threatened, attempted; or actually unwanted bodily contact, including but not limited to the following: patting, pinching, pushing the body, or coerced sexual intercourse.

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

A. *Verbal*: Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning another person's gender, national origin, religious beliefs, etc. or conducting a "campaign of silence" toward a fellow student, staff member, or other person, associated with the District by refusing to have any form of social interaction with the person.

B. *Nonverbal*: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

C. *Physical*: Any intimidating or disparaging action such as hitting or spitting on another person.

Any student who believes that he/she is the victim of any of the above actions or have observed such actions taken by another student, staff member, or teacher, administrator, or counselor should contact our district office; @ 878.6100, and then take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal or assistant principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the assistant superintendent.
- The student must submit a report in writing and sign it. If the report is made in person or by telephone, the student must follow up with a signed report within two school days. The reporting student should provide the name of the person(s) he/she believes to be responsible for the harassment and the nature of the harassing incident(s).
- The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
- If the investigation reveals that the complaint is valid, prompt, appropriate disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Discipline may include expulsion, suspension, and verbal or written warning, restriction of privileges (extra and/or co-curricular).

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. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student abuser be reported to the proper authorities. Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

## **HOMEWORK**

We believe that homework, an integral part of the educational process, reinforces and enhances learning. In order to make homework a meaningful and positive experience, we believe a need exists for cooperation among teachers, students, and parents. Homework is an activity assigned for students to prepare for, reinforce, and extend learning. Homework is designed to strengthen and develop study habits, skills and responsibilities. The quantity of homework will be determined and coordinated by the students' core teaching department and occasionally by their individual co-curricular teachers. The amount of time each student takes to complete assignments will depend on the student's abilities and nature of the assigned work. There are support systems in place for students who need extra time and/or help with homework.

*IT IS EXTREMELY IMPORTANT FOR EACH FAMILY TO SUPPORT THE TEACHER'S ENDEAVORS, ENCOURAGE THEIR CHILD TO BE RESPONSIBLE, AND PROVIDE AN ATMOSPHERE FOR LEARNING AT HOME.*

## **INJURY & ILLNESS**

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver, if a student does not have the necessary shots or waivers; the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Students requesting an immunization waiver must obtain one through the Kent

County Health Department. Any questions about immunizations or waivers should be directed to the main office.

### **Immunization requirements**

**Diphtheria:** Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

**Tetanus:** Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

**Pertussis:** Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

**Polio:** Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

**Measles:** Two (2) doses of live measles virus vaccine after the 1<sup>st</sup> birthday at least 30 days apart with one (1) of the doses given after 15 months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Rubella:** Two (2) doses of live measles virus vaccine after the 1<sup>st</sup> birthday at least 30 days apart with one (1) of the doses given after 15 months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Mumps:** Two (2) doses of live measles virus vaccine after the 1<sup>st</sup> birthday at least 30 days apart with one (1) of the doses given after 15 months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Hepatitis B:** Series of three shots. Student must at least have begun series.

**Chicken Pox:** Immunization or proof of immunity.

**Meningococcal:** 1 dose for children 11-18 years of age.

## **LIBRARY**

**Checking Out/ Returning Items** Students may check out up to three books at a time

- Students with fines exceeding \$1.00 may not check out books
- Library Media Center (LMC) – Books are checked out by librarian and must be returned to the LMC book drop
- English Classroom - Books are checked out electronically by the student in the classroom and must be returned to the classroom book drop

### **Check Out Length**

- 2 weeks for books
- Calculators are due on the day of the math final exam in June

### **Renewals**

- Books may be renewed up to two times (see teacher if more time is needed)
- No renewals permitted for students with fines exceeding \$1.00
- Items with holds cannot be renewed
- Books can be renewed online via the BCPS Cloud

### **Holds**

- Only books located in the LMC may be placed on hold
- Holds can be placed online via Alexandria

### **Lost or Damaged Items**

- Students will be charged the replacement value of any item lost or damaged while in their possession
- Books cannot be checked out until item is paid in full
- Items found after a student has paid for replacement will be refunded

### **Overdue Items**

- Overdue items are fined 10 cents per day, per item
- Fine balances can be viewed via the BCPS Cloud
- Unpaid fines are carried over into the following school year until paid in full
- Students will not be allowed to receive their laptop computer in August if there are outstanding fines
- Students exiting the district must return all items and pay all fines prior to leaving

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the central administration office @ 878-6100 to inquire about evaluation procedures and programs offered by the District.

## **LOCKED DOORS**

All school access doors, except for the front entrance, will be locked for safety purposes, from outside access. All visitors must enter the front doors and report immediately to the middle school office, follow our sign-in procedure, and obtain a pass.

## **LOCKERS**

Each student will be assigned a hall locker for the purpose of storing books, school supplies, clothing and other necessary items. Security of personal property is the responsibility of the student. **STUDENTS ARE TO USE THE LOCKERS ASSIGNED TO THEM AND ARE NOT TO SHARE WITH ANOTHER STUDENT.** Students will be held responsible for all items found in their lockers. For this reason, and to guard against theft, all students are encouraged to "double check" the security of their locker when they shut it. Students are expected to keep their lockers clean, neatly arranged and free from stickers and graffiti.

The school administration retains controls over lockers and desks, they are loaned to students and are school property and can be searched at any time. School officials, therefore, have the right to inspect and search students' lockers if there is any reason to believe there is a violation of a law or school regulation. A search could be made for such items as drugs, weapons, missing library books, or goods stolen from the school or student body. In addition, students should be aware that the administration may make periodic searches of the lockers.

## **LOST & FOUND**

The lost and found area is maintained by the custodian. Students who have lost items may retrieve their items if they give a proper description. Unclaimed items will be given to a charity at the end of every marking period. Students are encouraged to mark all personal items with their name and report losses to the office immediately, Students are encouraged not to bring valuables to school. The school is not responsible for lost or broken items that students bring to school.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support and model such healthy behaviors and habits. Parents interested in being involved should contact Kerri Saltzgaber at 878-6115.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeterium. If a student forgets meal money, a nutritious lunch will be provided. In addition, "no charges" are accepted at the secondary level. Applications for the

School's Free & Reduced Priced Meal program are distributed to all students or can be found on our website [www.bcpsk12.net](http://www.bcpsk12.net) If a student does not receive an application and believes that he/she is eligible, contact the food service director at 878-6115. If your student has a food allergy that we need to make note of, please contact either the main office 878-6500 or our food service department. Students are expected to clean up after themselves when eating lunch at school. Students are expected to stay in the cafeteria or athletic area until their lunch period is over.

### **MEDICATION POLICY**

Byron Center School Board Policy states that other than bandaging of minor cuts, bruises and burns, NO medication, including aspirin, ointments, cold tablets, etc. shall be administered to students without written instructions on a form provided by the school and signed by the parent or guardian.

Students that require prescription medications administered during the school day need to have a medication form on file signed by a physician before medications can be administered. Prescription medications need to be in a prescription bottle, with the prescription dosage clearly stated. Approved medications will be distributed at the appropriate time through the main office. Prescription medications given for less than ten days, do not require a physician signature.

Students with appropriate written permission from the physician and a parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Students with appropriate written permission from the physician and a parent, may possess and use an Epi-pen (epinephrine) to treat a severe allergic reaction.

### **MISSION STATEMENTS**

Byron Center Public Schools – Helping students build success stories.

### **NON-SCHOOL SPONSORED CLUBS & ACTIVITIES**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission may be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, and that the event will not interfere with school activities. School rules will still apply regarding behavior and equal opportunity to participate. Non-district sponsored organizations may not use the name of the school or school mascot.

### **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

In compliance with Federal regulations, Byron Center West Middle School has established the following guidelines concerning student records:

The main office is responsible for the processing and maintenance of all student records.

- a. Each student's record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult students 18 years of age or older, and those designated by Federal Law or district regulation.
- b. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with the district officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the district's compliance with the Federal Education Rights and Privacy Act.
- c. The district has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the guidance office in writing within 10 days from the date of this notification that he/she will not permit distribution of any or all of such information: name, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- d. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices.

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV) in the school environment. These regulations are designed to protect employees and students of the district who are, or could be, exposed to blood or other contaminated bodily fluids while in the school environment.

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. 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,

## **POSTING PRIVILEGES**

Approval for posting privileges will be granted to individual students, recognized school sponsored organizations, as well as community groups whose activities are of benefit to the student body. In order for a sign to be posted it must be approved by the office, otherwise it will be removed by the custodians. The organization or individual requesting the privileges shall assume the responsibility for removal of material. The school reserves the right to deny posting privileges or to remove posted material considered not in the best interest of the school.

## **PROMOTION/RETENTION POLICY**

The staff at Byron Center West Middle School believes that each student must and will have the skills to be a successful life-long learner. Therefore, to qualify for promotion, each student in grades 7-8 must earn the necessary credits per year to pass on to the next grade. Retention will occur only after steps for intervention have been implemented and have not been successful. Each class will be assigned one credit for each semester. Students would then earn 2 credits for a yearlong course and 1 credit for a semester course, giving them 12 credits for each year. A student must earn 9 credits per year to pass onto the next grade. In order to receive credit for a course, students must pass their classes with a D- or better. Credit recovery may be available during summer school.

In grades 7 and 8, students will be considered for retention if:

- They don't receive at least 18/24 credits
- They are achieving significantly below ability and grade level
- Retention wouldn't cause an undue social and emotional adjustment
- Retention would have a chance of benefiting the child's long-range educational interest

The decision for promotion or retention will rest with the building principal. A letter recommending retention, signed by the parents and principal, either approving or denying the request for retention would be placed in the student's file.

Parents may appeal the decision of the building principal to 1) the Assistant Superintendent, 2) the Superintendent, 3) the Board of Education.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials should contact the principal at 878-6500 prior to coming to the School.

## **SCHEDULING AND ASSIGNMENTS**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be submitted in writing for consideration within the first ten school days of the first semester. Any changes in a student's schedule for the second semester should be submitted in writing at least ten school days prior to the start of the second semester. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

## **SCHOOL AUTHORIZED CLUBS & ACTIVITIES**

Byron Center West Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in any extra-curricular activity as long as they meet the eligibility requirements.

### **SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school, or school-approved vehicles, or any school-related event. Drugs include any alcoholic beverages, anabolic steroids, and dangerous controlled substances as defined by State or Federal statute, or a substance that could be considered a "look alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the administration whenever such help is needed.

### **SCHOOL DELIVERIES**

All food deliveries to school grounds during the school day are banned unless first approved by school administration. Food deliveries will only be approved for approved student functions. (for example – deliveries for club meetings). All unapproved food deliveries will be rejected and the school will not be responsible for any costs.

### **SCHOOL IMPROVEMENT**

The systemic continuous school improvement model that we specifically follow, as outlined by the Michigan Department of Education, is designed to prepare each student for success in the next school or life transition. We are actively engaged in the learning and performance of each student. Students are monitored and credentialed in key academic areas, employability skills and career awareness at critical points throughout their careers at Byron Center Public Schools.

### **SCHOOL SOCIAL ACTIVITIES**

Numerous social activities are scheduled throughout the year to provide students an opportunity to interact with new people and to have fun with their friends in a supervised social setting. On most occasions, these events are held in the cafetorium and the gymnasium. Admission will be closed 30 minutes following the start of the activity. All participants are to leave the premises immediately at the conclusion of the activity. Students are expected to remain at the activity until its conclusion unless parents have notified the school that they wish their student to leave at an earlier time - then they must pick up the student and check out with the administrator in charge. Students, who leave an activity early, without parent permission, will not be allowed to attend any other school social activity.

All school rules shall apply.

Any inappropriate dance will not be allowed.

Students choosing to ignore any rules shall be asked to leave the activity night.

Students leaving early for any reason may not re-enter the activity.

### **SCHOOL PUBLICATION POLICY**

The school reserves the right to designate and prohibit the distribution of publications and productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which are grossly prejudicial to an ethnic, religious, racial, or other delineated group; libel any specific person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view; advocate the use or advertise the availability of any substance or material which may reasonably be believed to: constitute a direct and substantial danger to the health of students; contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them; incite violence, advocate the use of force, or urge the violation of law or school regulations.

The school also prohibits publications and productions which: fail to identify the student or organization responsible for

distribution; solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

## SEARCH & SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right to not return items that have been confiscated. These items could include, but are not limited to, electronic equipment such as cell phones, etc.

**Search and Seizure** - To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, and other student property under the conditions described below, and may seize any illegal, unauthorized or contraband materials discovered in the search.

General searches of school property, as well as personal items on school property (including vehicles), a student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. **Students should not expect privacy regarding items placed in/on school property because school property is subject to search at any time by school officials.**

A student's failure to permit searches and seizures as provided in these rules will be considered the basis for disciplinary action.

**Lockers** - All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without prior approval of the principal or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the superintendent. The Board authorizes the principal or designee to search lockers and locker contents at any time, without notice, and without parental/guardian or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the superintendent. The principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected,

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substances analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent/guardian of a minor student shall be notified by the principal or designee regarding items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided to each pupil and parent/guardian of the pupil assigned a school locker.

## SPECIAL EDUCATION

Byron Center West Middle School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parents to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Office at 878-6100.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and district policy. Unless exempted by an Individualized Educational Program (I.E.P.), each student will be expected to take the appropriate Michigan Student Test of Educational Progress (M-STEP).

- a. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.
- b. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.
- c. Vocational and interest surveys may be given to identify particular areas of student interest or talent. The student services staff often gives these.
- d. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.
- e. Depending on the type of testing, specific information and/or parental consent may need to be obtained. Byron Center West Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to attending school, he/she should first make contact with the Principal to discuss any legal requirements and obtain the needed documents. Work permits are issued by Byron Center Public Schools and can be obtained from the main office.

## **STUDENT FEES, FINES & CHARGES**

Byron Center West Middle School may charge specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

Students abusing school property and equipment may be subject to disciplinary action. A fine is used to pay for the damage, not to make a profit.

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

## **STUDENT RECORDS**

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records - directory information and confidential records. Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be given to any person or organization for non-profit making purposes when requested unless the parents of the student restrict the information in writing to the principal.

Each year, the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The board designates as student "directory information" a student's name, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an

athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Parents and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the district's public notice.

Whenever parental consent is required for the inspection and/or release of a student's educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the superintendent shall appoint a person who has no conflicting interest to provide such written consent. The district may disclose "directory information" on former students without student or parental consent.

The superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to inspect and review the students educational records; request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights; consent to disclosures allowed by the law; file a complaint of district noncompliance with the Department of Education; or obtain a copy of the district's policy and administrative guidelines on student records.

The superintendent shall also develop procedural guidelines for the proper storage and retention of records and inform district employees of the Federal and State laws concerning student records.

No liability shall attach any member, office, or employee of this district specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

8330 BCBOE Policy

20 U.S.C. Sections 1232g345C.F.R99

26 U.S.C. 152 Education of the Handicapped Act-Part 5 of 1975 20 U.S.C. Section 1232g (B) (I) (H)

The Family Educational Rights & Privacy Act of 1974 (FERPA) Revised 114192

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional agency may be released to the parent only with the permission of the originator. Such records shall be placed in a students file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the main office at 878-6500 in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate person present to answer any questions there may be.

### **STUDENT RIGHTS OF EXPRESSION**

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

Material can not be displayed if it is obscene, libelous, indecent, violent or vulgar; advertises any product or service not permitted to minors by law; intends to be insulting or harassing or; intends to incite fighting or presents a likelihood of disrupting school or a school event.

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

Students must bring materials they wish to display at school to the office and check if they meet school guidelines to the administration 24 hours prior to the display.

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that improve the School, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government. When concerns or grievances arrive, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the student council advisor and the principal. Violation of this may lead to disciplinary action. The board will permit student fund raising by students in the school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. Fundraising by approved school organizations, those whose funds are managed by the district may be permitted in school by the principal. Such fundraising off school grounds may be permitted by the superintendent. Fundraising by students on behalf of school related organizations whose funds are not managed by the district may be permitted on school grounds by the superintendent.

### **STUDENT WELL-BEING**

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

### **SUBSTITUTE TEACHERS AND SUPPORT STAFF**

Substitute teachers, cafeterium workers, classroom aides, school secretaries, and other adult personnel in the building are to be accorded the same respect as regular classroom teachers and administrators. Any student failing to maintain a proper relationship with school personnel will be dealt with accordingly. The responsibility is on the student to treat all people with the respect and courtesy that is due to all persons at Byron Center West Middle School.

### **TOXIC AND ASBESTOS HAZARDS**

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

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Byron Center West Middle School, the parent must notify the counselor or principal. Transfer will be authorized only after the student has completed a Drop/Transfer Form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer process is not properly completed. Parents are encouraged to contact the middle school office for specific details.

## TRANSPORTATION

**Bus Transportation to and From School** - The school provides bus transportation as a service to eligible students. The bus schedule and route are available by contacting the Transportation Department at 878-6496. The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from the transportation department. Notes to the bus driver are not acceptable. School buses cannot provide transportation to friends' homes or to work.

**Bus Transportation to and From Athletic Events** - Transportation is provided to and from athletic events for student athletes. If you choose to take your student home from an away contest you must provide the office with a travel release form the day before the contest. A student may not leave an away game without prior consent from the athletic director.

**Bus Conduct** - Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Be aware that each Byron Center bus has the capability to monitor riders via videotaping equipment.

**Prior to loading:** Each student shall be on time at the designated loading zone ten minutes prior to the scheduled stop; stay off the road at all times while walking to and waiting for the bus; line up single file off the roadway to enter; wait until the bus is completely stopped before moving forward to enter; refrain from crossing a highway until the driver signals it is safe; and go immediately to a seat and be seated. It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the trip:** Each student shall remain seated while the bus is in motion; keep head, hands, arms, and legs inside the bus at all times; do not litter in the bus or throw anything from the bus; keep books, packages, and all other objects out of the aisle; be courteous to the driver and to other bus riders; do not eat or play games, cards, etc.; and do not tamper with the bus or any of its equipment.

**Leaving the bus:** each student shall remain seated until the bus has stopped, cross the road, when necessary, at least ten feet in front of the bus but only after the driver has signaled that it is safe and, be alert to a possible danger signal from the driver.

**Video Tapes on School Buses** - The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

**Discipline Procedures for Infractions**- A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

Bus drivers have attended classes conducted by the state. They know the regulations and procedures to be followed. The routes and bus stops are such that they guarantee the safest and most economical operation. The principle involved is that no student can conduct him/herself in any manner that jeopardizes the safe operation of the bus. Any distraction or disturbance, which draws the driver's attention from the road, could result in an accident causing injury or possible death to other students. Thoughtless actions by students can cause accidents. The driver's authority on the bus is absolute. Thus, disturbance on buses will be handled according to the severity of the act and the age of the student and may result in suspension of the privilege of riding the bus. Disturbances may result in any of the following:

A verbal warning by the bus driver; assigned seat and telephone call to parent by the bus driver; written warning to be signed by parent and returned the next day; one to ten-day suspension determined by the principal and transportation coordinator (a letter and/or telephone call will be given to the parents advising them of the suspension); and/or indefinite suspension.

NOTE: Severe cases of discipline, malicious destruction of property, fighting, smoking, disrespect of the bus driver, etc, may result in immediate suspension from school.

## USE OF SCHOOL EQUIPMENT & FACILITIES

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

## USE OF TELEPHONES

Classroom and office phones are not to be used for personal calls. Students will not be called to the office to receive telephone calls, due to limited staffing; messages will be delivered to students as soon as possible. Please call the office no later than 2:00 to guarantee the message gets to your student prior to their departure from the building. Students should not ask teachers to make calls from the classroom. Students **MAY NOT** use personal cell phones during the school day. Student cell phones must be kept in lockers, turned off and not accessed until dismissed from school. All communication with students must be generated through the main office.

## VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to talk with a member of the staff, he/she should call for an appointment prior to coming to the school. Students are not allowed to have lunch visitors, other than their parents, unless pre-approved through the main office. Students may not bring visitors to school during the regular school day, however, parents are always welcome. New student visitation should be set up through the office.

## WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. The student must complete the proper forms, return all school textbooks and materials, and pay any fees or fines that are due before being allowed to withdraw.

## ZERO TOLERANCE TOWARD GANGS

We have all witnessed or heard about the devastation, fear, and damage gang activity can do to the learning environment of our schools. Therefore, Byron Center Public Schools is taking a zero-tolerance approach. We do not allow gang related activity on the school premises or at school activities including identifying colors or other insignia worn in school; identifying hats, beads, pants rolled up; hand signs and other gang signals; coats worn in school except to enter or exit the building; graffiti of any kind; "hard" looks; weapons or toy-type weapons; pagers, beepers, or cellular phones and; anti-social group activity. Locker searches, bag searches, dress code, and immediate discipline for gang behavior in school are all within the rights of the school to enforce in order to protect the safety of all students and staff. Students who violate this provision **will** be subject to suspension or expulsion and reported to law enforcement.

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

Title VI, IX 504 Grievance Form 2260 F2

Notice of Non-Discrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8

Memorandum to Parents Regarding School Board Policy on Drug-free Schools Form 5530 F2

Notification to Parents Regarding Student Records Form 8330 F9

Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5

Authorization for Prescribed Medication or Treatment Form 5330 F1

Authorization for non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a

Authorization for non-prescribed Medication or Treatment (Elementary Version) Form 5330F1b

Authorization for use of Asthma Inhalers, Epi-pens, or Prescribed Emergency Medication Form 5330F1c

Parent request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2

Request that directory information not be released to recruiters without prior written consent. Form 8330 F13

Parent Notification Regarding Student Records. Form 8330F9

*We may have to alter the wording in this handbook after publication, for the most up to date handbook, please visit our website [www.bcpsk12.net](http://www.bcpsk12.net) We will make every attempt to notify you of changes.*