

Belleville High School

TIGGERS



**Student
Handbook**

2016-2017

BELLEVILLE HIGH SCHOOL SONG

Other schools have always cheered for,
Their colors and the rest;
When they meet the mighty Belleville,
We will show them why we're the best!
Rah! Rah!

We will back our fighting Tigers,
And no honor shall they lack;
As they win for Belleville High School,
And the orange and the black!

TRADITIONS

SCHOOL COLORS: Orange and Black

YEARBOOK: Tiger Lore

SCHOOL MASCOT: Tigers

TIME SCHEDULE

| | | | |
|--------------------|--------------|----------|--------------|
| First Hour | 7:40 | – | 8:40 |
| Second Hour | 8:45 | – | 9:45 |
| Third Hour | 9:50 | – | 10:50 |
| Fourth Hour | 10:55 | – | 12:25 |
| A Lunch | 10:55 | – | 11:25 |
| B Lunch | 11:25 | – | 11:55 |
| C Lunch | 11:55 | – | 12:25 |
| Fifth Hour | 12:30 | – | 1:30 |
| Sixth Hour | 1:35 | – | 2:35 |

All provisions expressed in the Parent and Student Handbook applies to all students, regardless of age, while they are enrolled at Belleville High School. These provisions are in effect on all school district property and vehicles and at all school related activities.

BELLEVILLE HIGH SCHOOL

STUDENT HANDBOOK

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GENERAL INFORMATION

DISTRICT MISSION STATEMENT

High Levels of Learning for All

BELLEVILLE HIGH SCHOOL MISSION STATEMENT

We at Belleville High School commit ourselves to assist all students in establishing a foundation of skills, knowledge, and understanding in order to become responsible life-long learners who are caring, well-rounded, productive citizens in our changing society.

SCHOOL ORGANIZATION

School Board

| | | | |
|----------------|----------------|----------------|---------|
| Brent Mikulski | President | Alison Bennett | Trustee |
| Martha Toth | Vice-President | Kathy Kovach | Trustee |
| Sherry Frazier | Treasurer | Kelly Owen | Trustee |
| Kevin English | Secretary | | |

NON-DISCRIMINATION STATEMENT

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Van Buren Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Human Resources Department at 555 West Columbia Avenue, Belleville, Michigan 48111 or (734) 697-9123, ext. 211.

Questions or concerns that relate to sex discrimination should be directed to:

| | |
|----------------------------|----------------------------|
| Superintendent | Human Resources Department |
| Coordinator of Title IX | Van Buren Public Schools |
| Coordinator of Title VI | 555 West Columbia Avenue |
| Van Buren Public Schools | Belleville, Michigan 48111 |
| 555 West Columbia Avenue | Phone (734) 697-9123 |
| Belleville, Michigan 48111 | |
| Phone (734) 697-9123 | |

Inquiries regarding discrimination on the basis of handicaps should be directed to:

Director of Special Services
Coordinator of Section 504
Van Buren Public Schools
555 W. Columbia Avenue
Belleville, Michigan 48111
Phone (734) 697-9123

DIRECTORY NOTIFICATION OF RIGHTS POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
 - A. Parents or eligible students should submit a written request to the school administrator indicating as precisely as possible the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - B. If a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
 - C. If the student's record involves answers to a standardized test, the District will not provide a parent a copy of standardized test questions.
 - D. After reviewing and inspecting their child's records, parents may request copies of specific records at the cost of 10 cents a copy.
 - E. Students should have no expectation of privacy in public and open areas, such as the hallway, which are openly monitored by video cameras. Please note that video camera systems may be located inside school buildings and on VBPS busses. To the extent that video images are used in student discipline, videos may be viewed by school personnel and by the parents of students who are subject to discipline as a result of same; however, copies of the videos will not be released to parents/guardians.
2. The right to request the amendment of the student's education records that the parent or eligible student believes may be inaccurate or misleading.
 - A. Parents or eligible students may ask Van Buren Public Schools to amend a record that they believe is inaccurate or misleading. This request should be made in writing and given to the administrator. The request should clearly identify the part of the record they want changed, and should specify why they believe it is inaccurate or misleading. The District may or may not comply with the request.
 - B. If the District determines that the challenged information is not inaccurate or misleading and declines to amend the record as requested by the parent or eligible student, the District will notify the parents or eligible students of the decision in writing and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.
 - A. FERPA permits disclosure of school records without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health person or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor,

medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- B. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - C. Upon request, Van Buren Public Schools will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - D. Van Buren Public Schools will disclose education records to the armed services of the United States, additionally; Van Buren Public Schools will disclose education records as required by state and/or federal law.
 - E. *PLEASE NOTE:* Van Buren Public Schools may make available certain student “directory information” without consent. “Directory information” includes the following: the student’s name, address, photograph, participation in and eligibility for officially recognized activities and sports, weight and height of members of athletic teams, grade placement, degrees and awards received. This information will be disclosed without consent unless the building administrator is notified in writing to the contrary by the end of the third week of classes.
4. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

SEXUAL HARASSMENT POLICY

It is the policy of the Van Buren Public School District to maintain a workplace that is free from sexual harassment and discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act and will not be tolerated from any person or in any form. This policy applies to all students, employees, Board members, or any person associated with Van Buren Public School District in their conduct and communication with students, parents, and citizens when these individuals are on or off school premises while they are participating in school sponsored functions. Sexual harassment is defined (but not limited to) unwelcome sexual advances, requests or pressure (subtle or overt) for sexual favors, engaging in improper physical conduct, or making improper sexual comments (including sexually oriented humor), creating an intimidating, hostile, or offensive work environment. A complaint of conduct perceived to be sexual harassment should immediately be reported to the building administrator or an assistant administrator. Alternately, a complaint may be made to the superintendent or human resources department. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited and will not be tolerated.

Complaints regarding discrimination or harassment may also be filed within 180 days of the alleged violation with the Equal Employment Opportunities Commission in Washington, D.C., or with the Michigan Department of Civil Rights.

ACADEMICS

CURRICULUM

Our elementary school and intermediate schools offer a variety of courses in general and specific areas to meet the needs of our students. Our curriculum is aligned with the Common Core State Standards. For further information, please contact your child's school.

VAN BUREN PUBLIC SCHOOLS GRADING POLICY

1. Grading Philosophy: All Van Buren Public Schools grading and reporting will support the learning process and encourage student success. Grades measure a student's mastery of the course content expectations.
2. Purposes for Grading Students' Work
 - A. Primary Purpose
 - Communicate achievement to students, parents, and others
 - B. Secondary Purposes
 - Provide information that students can use for self-evaluation and growth
 - Encourage student growth and progress in learning
 - Identify students for available educational opportunities and services
 - Evaluate the effectiveness of curricular, instructional, and assessment practices and programs
3. Homework
 - A. The purpose of homework is to provide students with an opportunity to practice those skills and concepts that have been taught in class. All homework assignments should meet the following criteria:
 - Have a clear academic purpose
 - Be appropriate to the age and skill level of the student
 - Instill a sense of competence
 - B. For grading purposes, homework should not:
 - Be used for new learning
 - Require help to complete
 - Be assigned as a punishment

4. Grading Scales

SECONDARY (GRADES 7-12)

| GRADE | | PERCENTAGES | STANDARD GRADING MATRIX | WEIGHTED GRADING FOR ADVANCED PLACEMENT COURSES |
|---|----|--------------------|--------------------------------|--|
| Exceptionally Fine Work | A+ | 98-100 | 4.333 | 5.333 |
| | A | 94-97 | 4.0 | 5.0 |
| | A- | 90-93 | 3.667 | 4.667 |
| Better than Average Work | B+ | 87-89 | 3.333 | 4.333 |
| | B | 84-86 | 3.0 | 4.0 |
| | B- | 80-83 | 2.667 | 3.667 |
| Average Work | C+ | 77-79 | 2.333 | 3.333 |
| | C | 74-76 | 2.0 | 3.0 |
| | C- | 70-73 | 1.667 | 2.667 |
| Poor Work | D+ | 67-69 | 1.333 | 2.333 |
| | D | 64-66 | 1.0 | 2.0 |
| | D- | 60-63 | .667 | 1.667 |
| Academic Failure/ Loss of Credit | | E | 59 and below | 0.0 |

Semester Final Grades will be calculated based on 40% for each of the two marking periods and 20% for the Semester Summative Assessment (Exam Grade).

***Advanced Placement Courses:** Biology (862/863), Calculus AB (660/661), Calculus BC (668/669), Chemistry (844/845), English (268/269), Government (986/987), Psychology (936/937), Statistics (602/603), U.S. History (944/945), and World History (928/929).

Grade Point Average (GPA) is calculated unofficially at the end of each marking period, and officially at the end of each semester. "Current GPA" refers to the average of the grades in that grading period (Marking Period or Semester). Marking Period Grade Point Average is a snapshot of student academic performance. It is not part of the permanent record. Cumulative GPA refers to the average of all semester grades throughout high school. Cumulative GPA is the only Grade Point Average that appears on the transcript of high school grades, and the GPA only changes each time final semester grades are posted.

Rank in Class is determined by the accumulated G.P.A.

Honor Roll is announced each marking period. Students must have a 3.0 grade point average and no "D's" or "E's" to be on the honor roll.

Each teacher has the prerogative to determine the evaluation method to be used for a particular class and will therefore present a grading rationale to the students at the beginning of each semester. This rationale will indicate what is expected from a student and list what criteria will be used to evaluate a student's progress.

MAKE-UP WORK

If a student is absent from school, he or she is responsible for making up any assignments missed. Students with absences, including out of school suspensions less than 10 days, will be allowed to make up any class work or tests within a period of time equal to the number of school days absent. Arrangements for make-up work will be at the discretion of the teacher. Homework credit will not be given for unexcused absences. When it is possible, work should be turned in ahead of time for absences due to a student activity.

POTENTIAL FAILURE – STUDENT PROGRESS NOTICES

Students can expect a notice of potential failure if progress has been unsatisfactory or if a potential loss of credit exists. Student progress notices may be sent at any time. **Parent Portal** and **Student Portal** are on-line resources available to check on an hourly or daily basis for attendance and updated progress in each class.

PROMOTION REQUIREMENTS – GRADE IDENTIFICATION

These promotion requirements may be reviewed and revised depending on the length of the school day.

A student's designation as a freshman, sophomore, junior, or senior depends upon the number of semesters in attendance and credits accumulated for the current school year. A student must meet the following minimum requirements to be promoted:

| | |
|--------------------------------------|---------------------------------|
| Promotion to 9 th Grade: | Determined by Middle School. |
| Promotion to 10 th Grade: | Four or more credits earned. |
| Promotion to 11 th Grade: | Ten or more credits earned. |
| Promotion to 12 th Grade: | Sixteen or more credits earned. |

REPORT CARDS

Report cards are given out every nine weeks to notify parents of their son's/daughter's progress. The grades are printed and distributed to students through their 1st period. The cards are the property of the parent and are not returned to the school. Final report cards for the second semester will be mailed home.

SCHEDULE CHANGE REQUEST AND WITHDRAWAL

Student academic schedules are the result of an immense investment of time on behalf of students, parents, counselors, teachers and the high school administrators. The process is driven by the choices made by students and parents during the registration process. Throughout the spring and summer, preparations for the following school year are made based upon student demand for given courses. These preparations include the hiring of new staff members and the scheduling of existing personnel and facilities. **Therefore, changes to student schedules in the fall can be detrimental to the high school program and are only made after a compelling reason has been identified.** A "compelling reason" is defined as one of the following:

1. A schedule does not account for work taken during summer school.
2. A schedule does not include a requirement for graduation which must be fulfilled this year.
3. A schedule includes one or more classes for which certain prerequisites have not been met.
4. A schedule is incomplete (does not include/cover six class periods each day).
5. A schedule includes one or more classes which have already been passed and may not be repeated for credit.

If a schedule contains such an error or omission, it is the student's responsibility to see his/her counselor before the beginning of the semester. During the school year itself, withdrawal from courses and schedule changes are prohibited. Exceptions to this rule exist under certain rare circumstances when one of the preceding five conditions applies.

For all schedule change requests during the school year, a "Request for Schedule Change" form must be obtained and filled out completely. This form will be turned into the counseling office and the student will be notified of a decision after the reasons for the request have been examined and verified. **Students may not miss a class to change a schedule, nor will student/parent telephone requests be honored.**

The intent of this policy is to arrive at decisions in the best interest of the student based upon the involvement of both the student and his/her parents and the professional judgment of teachers, counselors, and administrators while simultaneously taking into consideration the impact of such changes on the educational program of the high school as a whole. Numerous schedule changes are not an educational best practice and are to be avoided whenever possible. This policy also seeks to preclude students from dropping classes without providing sufficient effort required for success.

GRADUATION REQUIREMENTS

The following graduation requirements are based on a full program and six hour day. If the school day is shortened at any time, the Board of Education will revise and adjust these requirements. Students will be notified of any changes by their guidance counselor.

1. Twenty-two (22) Credits Required (24 possible)
2. The courses required for all students are as follows:
 - A. Math (4 credits) Minimum Requirements:
Algebra I
Geometry
Algebra II
Senior Math experience
 - B. English (4 credits)
9th Grade English (1 Credit)
10th Grade English (1 Credit)
11th Grade English (1 Credit)
12th Grade English (1 Credit)
 - C. Social Studies Requirements (3 Credits)
World History and Geography (1)
U.S. (American) History and Geography (1)
Government and Economics (1)
 - D. Science (3 credits)
9th Grade Biology (1)
10th Grade Physics or Chemistry (1)
11th Grade Additional Science (1)
 - D. Class of 2016: World Language (2 credits)
 - E. Physical Education ($\frac{1}{2}$ credit)
 - F. Health ($\frac{1}{2}$ credit)
 - H. Visual, Performing, and Applied Arts (1 credit)
3. SAT/ M-Step mandate:
The state requires the administration of the SAT /M-Step. The completion of this test is a BHS requirement for graduation. Students take the SAT/ M-Step test in the spring of the 11th grade year.
4. All regular classes will be given the same credit - one-half credit per semester, or one (1) credit per year. Students enrolled in Career Technical Education programs scheduled for two-or-more-hour blocks will earn credit as follows:
 - A. Courses of two-hour blocks - two (2) credits per year.
 - B. Courses of three-hour blocks - three (3) credits per year.
 - C. Work Based Learning – No more than two (2) credits per year.

5. Transfer of credit from other educational agencies:
 - A. Credits will be accepted only from an accredited school or agency recognized by our school. Schools or agencies not currently recognized should forward course descriptions so we can make reasonable judgments in regard to the transfer of credits.
 - B. Those students who have failed classes and are behind in credits will be permitted to enroll in night school or summer school for transfer of credits to Belleville High School. Night school or summer school will not be used to accelerate graduation time, and, therefore, acceptance of credits.
 - C. Seniors who are behind in credits must request approval from their guidance counselor to enroll in night school or summer school. The request is to contain a specific course or courses, indicate the amount of credit and which requirements for graduation are being fulfilled, and be filed in the student's permanent file.
 - D. The total number of credits acceptable for transfer from classes taken exclusive of the regular curriculum offerings (i.e., night school, summer school, etc.) will be limited to no more than four and one-half (4.5) credits. E2020 courses and Extended School are considered regular curriculum offerings. Any exceptions to this provision will require the approval of an administrator.

DUAL ENROLLMENT

High school students have the opportunity to dual enroll in college courses at Michigan post-secondary institutions when certain criteria are met. The tuition and fees for a course are paid to the college or university by the Van Buren School District, prorated on local and state revenue. The student is responsible for payment of the remainder of the tuition and fees, textbooks, and transportation costs associated with his or her dual enrollment.

State Criteria for Eligibility: Staff of the Office of Educational Assessment and Accountability (OEAA) has established passing scores on one of several examinations to determine eligibility for Dual Enrollment. The PSAT can be used by sophomores, as well as juniors (in the fall), to qualify for dual enrollment. Once juniors participate in the SAT/ M-Step in the spring of their junior year, their SAT and/or M-Step scores will be used for dual enrollment decisions.

COMMENCEMENT

Commencement exercises for graduating seniors will be held on Friday, May 27, 2016. A senior who has not fulfilled credit requirements must have earned a minimum of 22 credits and show evidence of summer school enrollment in order to participate in the graduation ceremony. Participation in commencement ceremonies is a privilege, not a right.

RECOGNITION OF SENIOR ACADEMIC HONORS

Belleville High School will recognize the academic achievement of graduating seniors by grade point average. The designations of Valedictorian and Salutatorian will be used to honor the two students with the highest class grade point averages and will be included in the class academic top-ten. In order to be recognized in the class academic top-ten, a student must have attended Belleville High School for at least four consecutive semesters, and earned at least 12 credits at Belleville High School. In addition, the following categories of achievement and the corresponding titles will be designated by the determined three and one-half year cumulative grade point computation at the end of the first semester of the students' senior year:

| | |
|----------------|---------------------------------------|
| Highest Honors | 3.6667 G.P.A. or above on a 4.0 scale |
| Honors | 3.3333 – 3.6667 G.P.A. on a 4.0 scale |

SERVICES AND PROCEDURES

COUNSELING SERVICES

The Counseling Office is open to students, parents, teachers, and administrators. Counselors are available to students on a drop-in basis and by scheduled appointment. Students should feel free to see the counseling staff regarding personal concerns, career concerns, test information and interpretation, course selections, scheduling concerns, and other related problems. Students are assigned alphabetically to counselors.

The counseling staff is available to work with all students concerning problems.

Counseling services at Belleville High School are designed:

- A. To assist students in understanding how to solve problems.
- B. To assist students in accepting and understanding themselves and others.
- C. To assist students in examining alternatives and help them with the decision-making process.
- D. To assist students in using school and community resources to meet their needs and interests.
- E. To assist parents.
- F. To assist students in gathering and making maximum use of career information as well as planning for post-graduate employment, training, or education.
- G. To assist students in understanding the purpose of special tests and in the interpretation of these tests.
- H. To assist students with scholarship information and with obtaining financial aid.
- I. To assist students in planning an appropriate four-year program at Belleville High School.

TESTING OUT PROCEDURE

Testing out is available to students who believe they can demonstrate mastery of course content without having to attend the course. Testing out offers the student the opportunity to fulfill a graduation requirement.

- The assessment used may be a final exam or a combination of assessments used to measure student mastery of the course content expectations.
- A grade of C+ (77%) or higher will demonstrate mastery.

There will be at least one testing opportunity offered in August and a second day scheduled for December. Students who intend to test out should register with the Counseling Office.

ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order to not miss a significant portion of their education. Important lessons result from active participation in the classroom which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

TRUANCY

Any student who is absent from school for all or any part of the day without a legitimate excuse will be considered truant. All students and parents are subject to the truancy laws of the State. If a student, under the

age of eighteen (18), is truant for more than ten (10) total days during a semester, he/she may be reported to the appropriate authorities. Truancy may result in:

- A. Assignment to detention, suspension, or community service with loss of participation in school activities and events
- B. A hearing before a judge in a court of law
- C. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child

SUSPENSION FROM SCHOOL

Absence from school due to suspension will be considered an authorized absence, neither excused nor unexcused. Suspended students are not allowed on school property, and are not permitted to attend any school related activities either on or off school property.

A suspended student is responsible for making up missed school work due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from office staff 48 hours from the commencement of suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any make up tests

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents should notify the school in advance and provide an explanation. If prior notification is not possible, the parents should provide an excuse upon re-entry. When health problems or other emergencies require students to be absent from school, the school may request verification from the parents/guardians. If the absences of a student appear questionable or excessive, the school staff will attempt to assist parents in improving their child's attendance.

An excused absence allows the student to make up work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, alternative work may be given. Note: Poor attendance may negatively affect mastery of the content and thus impact the student's grades.

The skipping of classes or any part of the school day is considered an unexcused absence.

TARDY POLICY

It is the expectation at Belleville High School that you are on time for every class. High levels of learning can only occur when you are on time, present and actively involved in your learning. Students who are tardy will face disciplinary action up to and including suspension.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. If a family vacation must be scheduled during the school year, the parents should discuss the matter with their counselor or administrator and the student's teacher(s) prior to vacation to make the necessary arrangements for obtaining schoolwork. It may be possible for the student to receive certain assignments that can be completed during the trip.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent from school or who have been suspended for less than 10 days will be given an opportunity to make up work that has been missed. The parent should contact the child's teacher(s) as soon

as possible to obtain assignments. The length of time for completion of makeup work will be commensurate with the length of the absence.

If a student misses a teacher's test due to excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a State mandated test or other standardized test, the parent should consult the school to arrange for taking the test, if available.

STUDENT PARKING PERMITS AND DRIVING RULES

Student rights for driving and parking at Belleville High School are a privilege and thereby may be revoked as the building administration sees fit. Due to limited parking space, driving permits will not be available to all students. We encourage student use of provided bus transportation. The following priority has been established to obtain a driving permit: Involvement in Cooperative Learning, extracurricular sports and activities, seniors, juniors, and sophomores as space becomes available.

- A. In order to park at BHS, students must apply for and be granted a student parking pass from the high school office. The application must be completely filled out and turned into the main office along with a copy of the vehicle's registration and student's driver's license. The cost of the parking permit is \$40.00 per student, per year, and is non-refundable for any reason.
- B. Any vehicle that enters onto BHS property is subject to search by school administration. Also, parking at BHS is at the student's own risk and therefore school administration will not be held accountable for acts of vandalism, theft, or other damage to vehicles or property.
- C. All students are to park in an assigned student parking lot. Students are not to park in the front visitor lot or the staff parking areas that are located around the high school building. Any student whose vehicle is found to be parked in an un-authorized area will be subject to discipline action and have his/her parking permit revoked.
- D. All student drivers will be subject to Belleville High School's closed-campus policy and therefore may not leave the school without following building protocol.
- E. Students must obey all posted speed limit signs and may not exit the parking lot during the times that school buses are leaving. Students are to drive with caution while on school grounds at all times due to the number of pedestrians walking on the grounds.

IDENTIFICATION CARDS

Students will receive identification cards at the beginning of the school year. It will be necessary to present the I.D. card for identification at school functions, to use various school services such as those provided by the media center, and to purchase various school commodities such as athletic tickets, yearbooks, etc. Students must present their I.D. card to staff upon request during the school day. Failure to do so may result in disciplinary action. Students may purchase an I.D. replacement card at the cost of \$5.00 in the office and are required to do so immediately upon the loss of their I.D.

LEAVING SCHOOL PREMISES

Students may not leave the school once they arrive in the morning. This includes being in the parking lot without permission from an administrator. The exception would be for students who have classes held at another site or who would have been properly checked out through the Student Affairs office with the permission of their administrator. Students violating this rule will be disciplined.

PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students must use the pass as intended and go directly to the destination designated.

ACTIVITIES, OPPORTUNITIES, PROGRAMS

EXTRA-CURRICULAR ACTIVITIES

Belleville High School offers a wide range of Extra-Curricular Activities. All students are encouraged to participate in activities throughout the school year in order to assist the building of a strong student community within the high school. Each sport, club, or activity has its own criteria for joining and therefore students should inquire with the coach or sponsor to learn more. The administration invites any student that would like to start a new activity to complete an application in the main office. The Belleville High School Administration reserves the right to deny any new club/activity application. The following is a list of current athletic programs:

ATHLETICS

Men's Sports

| | |
|---------------|---------------|
| Baseball | Lacrosse |
| Basketball | Soccer |
| Bowling | Swim and Dive |
| Co-op Hockey | Tennis |
| Cross Country | Track |
| Football | Wrestling |
| Golf | |

Women's Sports

| | |
|---------------|---------------|
| Bowling | Soccer |
| Basketball | Swim and Dive |
| Cheerleading | Tennis |
| Cross Country | Track |
| Golf | Volleyball |
| Softball | |

ATHLETIC ELIGIBILITY

Students participating in the inter-scholastic athletic program must meet the required academic eligibility rules as outlined in the athletic code. Athletic codes and physical examination/permission forms are available in the athletic office.

FIELD TRIPS

The school staff, under the direction of the administration, will take reasonable steps to safeguard the physical and educational welfare of all students participating in field trips. The District reserves the right to place restrictions upon a student's participation in a field trip or outing when, in the District's judgment, the student's welfare or the welfare of others requires it. This includes, but is not limited to, exclusion from participation in the field trip or activity and/or attendance only if accompanied by a parent or adult family member. The decision of the Superintendent is final.

FUNDRAISING

Any school group seeking to raise money must first fill out a request form obtained from the office. Approval will be granted based on need and appropriateness of the subject. Students may not sell items which have not been specifically approved for sale as part of a fundraiser. Such action could result in disciplinary action. Fundraising activities are not to interfere with the instructional program or process.

Belleville High School is not responsible for any lost or stolen fundraiser merchandise or money, or for any damaged fundraiser merchandise.

GENERAL POLICIES

ADULT STATUS

The State of Michigan recognizes people who have reached the age of eighteen as adults. Belleville students who have legally attained adulthood or emancipated youth status may assume responsibility as such, but are still governed by, and must adhere to, all school rules and regulations.

ANNOUNCEMENTS

All notices of school club meetings, athletic and social events, general information for the day, and specific instructions, are announced each morning. The Media Productions class is responsible for taping and producing the morning announcements. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office by noon the day preceding the announcement. **Students/clubs wishing to hang fliers/posters inside the school must obtain the permission of the school administration before doing so.** Announcements for student/clubs may be added to the Belleville High School Website. The web address is www.vanburenschools.net./domain/8

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are considered part of the normal school day. As such, they are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. All school activities are subject to school rules and regulations governing student behavior.

BEFORE AND AFTER SCHOOL POLICY

Between 7:00 a.m. and 7:25 a.m., students are restricted to the following areas: commons area, office area, or under the direct supervision of a teacher in a classroom. Students who wish to leave a bus because of an educational appointment must have an approved pass, in advance, from a staff member.

BUSES – BUS RULES

Bus transportation is provided by the Van Buren Public Schools as a privilege for our students. Students are expected to follow all bus rules as prescribed by the Transportation Department. Bus rules are distributed on the bus. Additional copies are available at the main office. Students must take the bus route that is assigned to them according to their home address. If a need arises that requires a student to take a different bus route than assigned, that student must obtain a bus pass from the office. Students must follow all school rules when using district transportation and any violations will result in discipline and possible loss of privileges.

CAFETERIA/LUNCH CARDS

There will be three lunch periods during fourth period. Both hot lunches and snacks will be available or students may bring lunches from home. Celebratory items (birthday cake, cupcakes, balloons, etc.) are prohibited in school. Students are expected to remain in the cafeteria during the entire lunch period. Students who feel that they may qualify for a free or reduced price lunch should obtain an application form at the student affairs desk. Ten days should be allowed for processing after the application has been completed and returned.

It is possible to pre-pay for meals in the cafeteria. Using cash or a check, students can deposit any amount into a personalized cafeteria account. Using their student I.D. card at the time of purchase, funds are automatically deducted from this account eliminating the need for bringing cash to school. Cafeteria accounts have been established for all students. Graduating seniors forfeit any credit remaining at the end of the school year. Speak to lunchroom personnel to make deposits.

CAFETERIA REGULATIONS

- A. Students must follow the directions of any and all adults working in the lunchroom.
- B. Students may not leave the school grounds.
- C. Students must eat their lunch in the cafeteria.
- D. Students are not to be in the parking areas.
- E. Table seating: round tables will seat up to 8 students only.
- F. Students are not to take food to their next class.
- G. Violation of these rules will result in appropriate disciplinary action.
- H. Delivery of prepared foods from restaurants will not be allowed.

ELECTRONIC DEVICES

The use of all electronic devices are limited inside the building between 7:40 a.m. and 2:35 p.m. Electronic devices can be used in the cafeteria (at the discretion of administration), and in the classroom (at the discretion of the teacher). If a student is in violation of this policy, his/her device may be confiscated by staff. A parent/guardian will be allowed to pick-up the confiscated device from the main office after school each day from 2:35 - 3:00 p.m.

The following items are examples of electronic devices that are prohibited during school hours and are subject to confiscation: cell phones, music devices, video equipment, cameras, television sets, headsets, personal safety devices, laser lights, and any other type of electronic entertainment equipment for personal use.

SEXTING

Sexting is the act of electronically transmitting, or receiving and retaining, nude, partially nude, lewd, sexually explicitly, or graphic images of themselves or others, or graphic or sexually explicit messages. This includes, but is not limited to, consensual images shared between youth, ages 13-18 years of age. Michigan law prohibits sexting and may result in felony charges and label the youth as a sex offender. Please be advised that students who engage in sexting will be referred to police and/or other agencies.

Belleville High School is not responsible for any lost, stolen or damaged electronic devices. Furthermore, Belleville High School is not required to investigate matters regarding lost, stolen or damaged electronic devices including those that have been confiscated by staff or administration. Please be advised that the District reserves the right to inspect, review and/or access any and all data on any confiscated device upon reasonable suspicion that a law or school rule may have been violated.

CHANGE OF ADDRESS/EMERGENCY CARD

Parents should inform the Counseling Office if they have a change of address or a new telephone number and be prepared to present proper identification and documentation. All students must have an emergency card on file with Student Affairs that includes up-to-date names, addresses and telephone numbers. The purpose of this is so that school personnel can reach a student contact in time of medical or other emergency. It is the

responsibility of the parents to notify the District of any changes in custody arrangements; the District will make decisions based on the most current information in the district's possession.

COMPUTER USE POLICY

Please be advised that any off-campus computer use or activity that results in a material and substantial disruption of the purpose and ordinary operation of the school district may be subject to discipline in accordance with the penalties set forth in the Student Handbook and/or Acceptable Use Policy.

School Guidelines:

- A. Computer crimes include unlawful copying of programs, theft of hardware or software, unauthorized access to computer files, unauthorized access to hardware.
- B. No hardware is to be unplugged, moved, tampered with, altered, or misused.
- C. The network system and software is not to be abused.
- D. Students should not use software programs that have not been designated for their use by staff, make copies of programs, install software to the system, or gain access to files other than their own.

Inappropriate use of computers and the Internet or destruction of computer equipment will result in disciplinary action and restitution where applicable.

Internet – Terms and Conditions of Use:

1. Internet access is provided to students to support research and education. Its use must be consistent with the educational objectives of the Van Buren Public School District. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret. (Note, in particular, that copyrighted software may not be transferred electronically.)
2. Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not become abusive in messages.
 - B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - C. Do not reveal the personal address or phone number of students or yourself.
 - D. Note that electronic mail (e-mail) is not guaranteed to be private. Other people who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
 - E. Do not use the network in a way that disrupts the use of the network by other users.
 - F. Use of public property for personal gain is a felony; also the use of commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is strictly prohibited and is subject to prosecution.
3. Vandalism – Vandalism will result in cancellation of privileges and possible restitution, suspension, and legal action.

CURRICULUM REVIEW

Parents or guardians wishing to review the curriculum, textbooks, and/or teaching materials used by Van Buren Public Schools and its instructional staff may contact the administration to request a review. The school administration will make arrangements for the parent/guardian to review the instructional materials at a reasonable time and place and in a reasonable manner.

DISTRIBUTION OF NON-SCHOOL SPONSORED WRITTEN MATERIAL ON SCHOOL PREMISES

Students of Van Buren Public Schools have the right to distribute at reasonable times and places, unofficial written materials, leaflets, brochures, fliers, petitions, buttons, badges, or other insignia, except those which contain expressions which:

- a. Is obscene to minors;
- b. Is libelous;
- c. Is pervasively indecent or vulgar (for secondary schools); or contains any indecent or vulgar language (for elementary schools);
- d. Advertising any product or service not permitted to minors by law;
- e. Invades the rights of another person and could result in tort liability;
- f. Constitutes fighting words, the very expression of which injures or harasses other people or tends to incite immediate breach of the peace (e.g., threats of violence, defamation of character of a person's race, religion or ethnic origin);
- g. Presents a clear and present likelihood that, either because of its content or manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation and discipline of the school or school activities will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution of unofficial written material not in the categories listed above will be permitted, provided that the students distributing the written material are not engaged in, or supposed to be engaged in, classes, study periods, or other school duties and provided that the written material has been approved and process reviewed with the building administrator.

DRESS CODE

Students should be dressed in a manner that is appropriate for an educational setting. Examples of inappropriate attire include but are not limited to the following: bare midriffs, mini-skirts, short shorts, mesh shirts or pants with holes showing skin, low-cut tops, spaghetti straps, shirts with straps less than 3 fingers in width, and/or T-shirts in poor taste (relating to alcohol, drugs, sex, violence, illegal activity, etc.). Students wearing shorts or a skirt must be covered to a point on their thigh so when they are standing with their arms in a relaxed position, straight down at their sides, their fingertips do not extend beyond the hem of the bottom of the dress, skirt, or shorts. All pants must fit around the waist and be properly fastened. If students' pants are sagging, they will be sent to the office for an adjustment. Students may not wear chains (wallet or other) that exceed four inches in length. Students are not allowed to wear hats, headgear, bandanas, sunglasses, or pajamas or any other items deemed unsafe or unhygienic by an administrator. If in violation of the dress code, parents may be contacted to bring their child a change of clothing. Continued dress code violations may result in may result in suspension from school. In compliance with health department suggestions, students are required to wear shoes while in the building. Final interpretation of the dress code is at the discretion of the administration. Students may not display, in any fashion, symbols which promote violence or discrimination of others on the basis of race, color, ethnicity, creed, religion or gender, or that are affiliated with gangs or gang activity.

For security reasons, all personal belongings should be clearly labeled with student's name using a permanent marker.

DRUG-FREE SCHOOLS

In accordance with federal and state laws, the Board of Education prohibits the use, possession, concealment, sale or distribution of drugs or any illegal substances by students on school grounds, in school or school-approved vehicles or at any school-related event. Drugs include: alcoholic beverages, anabolic steroids, any illegal substance, any dangerous controlled substance as defined by state statute, or any 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. The district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol and alcohol abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the building administrator, assistant administrators or Counseling Office whenever such help is needed.

EMERGENCY DRILLS

Fire drills, tornado drills, and Homeland Security lock-down drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Failure to comply with instructions or to clear the building will be grounds for suspension.

HEALTH SERVICES – ILLNESS

HEALTH SERVICES – ILLNESS/MEDICATION POLICY

A school nurse is not available to provide health services. If a student is unable to attend class for any health related reason, he or she should report directly to the office. If there is a necessity to go home, the office will contact the parent and the student will be released from school.

Parents of students with special health problems should inform the building administrator if the need arises for special consideration. Special health problems might include vision problems, hearing problems, diabetes, epilepsy, rheumatic fever, allergies, recent surgery, need for prescribed medication during the day or anything that might affect school performance. Students with special needs who require a pass must provide documentation from their physician.

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

If it is necessary for a student to receive prescription medication during school hours, a parent or guardian must complete a medical release form that has been completed by a physician and is signed by the parent/guardian. The form must include instructions by the physician for administering the medication. The parent/guardian must provide the school with written permission to administer non-prescription medication. The medication must be left with the respective administrator/secretary for distribution to the student and must be in the original prescription (or over-the-counter) bottle. No medication, including aspirin, may be kept in a student's possession. Exceptions may be made by the building administrator on a case by case basis to allow a student to carry an inhaler or emergency self-injectable such as an Epi-Pen provided medical documentation from the student's physician is on file with the appropriate administrator.

In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed.

Any student reasonably suspected of having a communicable disease, defined as "an illness due to a specific infectious agent or its toxic products that results from transmission of that infectious agent or its products from a reservoir to a susceptible host, directly as from an infected individual or animal, or indirectly through the agency of an intermediate plant or animal host, vector, or the inanimate environment," will be contacted and may be excluded from school until the individual's physician submits a written recommendation for continuation of attendance. Section 5101 of the Public Health Code, MCL 333.5101(1)

Accurate immunization records must be up to date and on file. Failure to comply with county health regulations will result in a student's exclusion from school.

IDEA / SECTION 504 / AND A.D.A. COMPLIANCE

The school will comply with all state and federal regulations related to IDEA, Section 504 and the Americans with Disabilities Act.

INSURANCE PROGRAMS

Van Buren Public Schools makes available a group insurance policy. This optional insurance is available to all members of the student body at a nominal cost and is obtainable through application forms that can be found in the office soon after school starts in the fall. The school merely supplies this service and does not assume liability for injuries involved.

LOCKERS

Lockers will be assigned prior to the first week of school. Students will be responsible for securing its contents by locking the locker. **Do not allow students unassigned to your locker to use it or leave your locker combination set (enabling theft or loss). Combinations should be kept confidential; students take sole responsibility for allowing access to their locker by friends or fellow students. This practice is discouraged.** Defective lockers should be reported to the office.

Lockers are the property of Belleville High School and, as such, may be searched at any time in accordance with Michigan School Code Section 380.1306. Any locker may be searched without notice or cause, by the building administrator or his/her designees, with or without the assistance of law enforcement. In the course of a locker search, the public school administrator or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school rules and policies. When conducting locker searches, the administrator or his/her designee may seize any illegal or unauthorized items, any items in violation of Board policy or rules, or any other items reasonably determined by the administrator or his/her designee to be a potential threat to the safety or security of others. **Students assigned to a given locker will be held responsible for all contents therein and its physical condition.** Law enforcement authorities may be notified upon seizure of such items and will be notified of the seizure of items that require notification under the Statewide School Safety Information Policy. The parent/guardian of a minor student or a student of eighteen (18) years of age or older, will be notified by the administrator or his/her designee of items removed from the student's locker.

Canine Searches

In an effort to keep the schools free of drugs, the District may utilize the specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal drugs, alcohol, weapons or other illegal controlled substances in school lockers. Such inspections by school authorities and trained dogs may be announced or unannounced and may occur at any time.

PADLOCKS: ATHLETICS AND PHYSICAL EDUCATION

Students participating in physical education classes must provide their own personal locks for class. Locks may be loaned to students by their teacher. However if these locks are not returned the student will be charged a nominal fee to replace the lock. Because there are a limited number of lockers these locks must be removed at the end of a student's Physical Education hour.

BHS athletes must provide their own combination padlocks and provide their coach with the combination.

Belleville High School is not responsible for, nor required to investigate any lost or stolen property due to the failure of a student to lock up his/her personal items.

LOST AND FOUND

Students who find lost articles are asked to take them to the Student Affairs office, where they can be claimed by their owners. The lost and found will be cleaned out regularly and remaining items will be donated to a charitable organization.

MEDIA CENTER

The BHS Media Center is home to a variety of books and other resources. Students have access to the library catalog, e-books, and a variety of informational databases through the BHS Media Center website. There are also many computers available for student use. Please note that student computers are not connected to printers.

During the school day, students are welcome in the media center with a signed pass from their teachers. Students must sign in upon their arrival to the media center and sign out when they leave. A schedule posted on the media center door indicates whether or not the library is open during lunches. However, in order to maintain our books, computers, and other resources, no food or drink may be consumed in the media center. Media center staff are available to assist students. Questions about MiStar Student Portal passwords and network/computer login information can be directed to the media center staff.

MESSAGES AND DELIVERIES

Messages and deliveries from home must be left in the office. Students will be called out of class only in an emergency. The delivery of balloons, flowers, food items such as candy and cakes, vendor prepared lunches, stuffed animals for any reason, are **NOT** allowed. Any delivered items will remain in the office until the end of sixth period.

POLICE/SCHOOL SECURITY

Police officers and School Security are at the school throughout the school day. If a student is to be interviewed by a police officer, it will take place privately and, if possible, in the presence of an administrator. Parents or guardians will be informed of the interview.

SCHOOL CLOSING

In the event adverse weather conditions create extremely hazardous school bus operations, it may be necessary to cancel school. If this is necessary, the school closing announcement will be broadcast through our Honeywell Alert System as well as over the local radio and television stations.

SEARCH AND SEIZURE

To maintain order and discipline in the Van Buren Public Schools and to protect the safety and welfare of students and staff, school officials have the right to conduct reasonable searches of a student and his/her personal property.

School Property

Student desks, cubbies/lockers, and other such property are owned by the school district, which exercises exclusive control over them. Students should not have an expectation of privacy regarding items placed on/in school property because school property is subject to search at any time.

Personal Property

Students and their personal property (backpacks, purses, etc.) are subject to search if a school official has reasonable suspicion to believe that a student is in the possession of illegal, unauthorized (stolen), hazardous, or contraband materials.

Automobiles

Automobiles on school property are subject to search if a school official has reasonable suspicion to believe that there are illegal, unauthorized (stolen), hazardous, or contraband materials.

Administration reserves the right to search any vehicles used for transportation of students to and from school sponsored events including athletics, dances, award ceremonies, etc.

Definitions

“Reasonable suspicion” means a belief based on specific reasonable inferences that an administrator is entitled to draw from the facts in light of his/her experience. Specific reasonable inferences may be drawn from, but not be limited to, a tip from a student, suspicious behavior, smells, bulges in a pocket, etc. “Contraband” includes all substances or materials, the presence of which is prohibited by school policy and/or state law, including, but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, some glues or aerosol paints, guns, knives, weapons, incendiary and explosive devices.

School authorities may search a student’s personal property under the circumstances outlined below and may seize any illegal materials discovered in the search. The following rules will apply to the search of a student’s personal property and the seizure of items in his/her possession.

- A. Reasonable suspicion exists for school authorities to believe that a student may be in possession of an item or substance that is in violation of the law, school rules or policies.
- B. Absent exigent circumstances, a search of a student’s personal property will be for a specifically identified item and will be conducted in the student’s presence or with his/her knowledge if possible.
- C. Illegal items (drugs look alike drugs, weapons and look alike weapons, etc.) or other items determined to be a threat to the safety or security of others may be seized by school authorities at any time and will be provided to law enforcement.

TESTING SERVICES

SAT/M-STEP: This test is intended to measure performance in core curricular areas. The State of Michigan requires administration of this test. The completion of this test is also a BHS graduation requirement.

*Advanced Placement: Students interested in receiving advanced placement credit toward college requirements should contact their respective counselor.

ASVAB: The Armed Services Vocational Aptitude Battery measures students' strengths, weaknesses, and potential for future success. The ASVAB also provides students with career information for various civilian and military occupations and is an indicator for success in college, vocational school, or a military career.

*Preliminary Scholastic Aptitude Test/ (PSAT): This test will give the student an impartial assessment of his/her ability to do college work. It will allow us to identify growth areas in the 9th and 10th grades to target before students take the SAT in the spring of their Junior year.

*Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT): This test will be given to 11th graders in the fall. It will allow us to identify growth areas to target with students before the spring SAT, and high scores may qualify students for National scholarship money.

*Scholastic Aptitude Test (SAT): The SAT is a multiple choice test made up of separately timed reading, writing and language, math, and essay sections. Performance across these sections have been shown to be related to successful academic performance in college.

Further information regarding college applications and scholarship information may be obtained from your

counselor.

*Fee charged. (See your counselor for individual fee schedule or financial assistance.)

TEXTBOOKS

Textbooks and other curriculum materials are provided to students on a loan basis by the Van Buren Public Schools. Students will be held responsible for exercising reasonable care and consideration for these materials. At the end of the course, books are to be returned to the appropriate staff members. If a book is lost, misused, or damaged, full replacement cost will be assessed. Fines must be paid by cash or money order; personal checks will not be accepted.

USE OF SCHOOL ELEVATOR

Use of the school elevator is restricted to those students needing assistance. Permission to use the elevator may be obtained from an administrator with physician notification.

VISITORS

Parents or guardians wishing to visit a class in session must adhere to the following procedures:

- A. Notify the administrator's office of the intent to visit in advance.
- B. Upon arrival at the school, report to the administrator's office and obtain a visitors' pass.
- C. While in the classroom, observe but do not participate.
- D. Former students or students from outside of the district are only permitted to visit after normal school hours. All visitors must sign in and follow proper procedures through the office.

Pursuant to MCL 380.1137, parents are not authorized to visit on testing days. Persons failing to follow the proper procedure will not be allowed to visit a class.

WORK PERMITS

Students wishing to obtain working permits should follow this procedure:

- A. Pick up a work permit application from the office.
- B. Fill it out and take it to your employer.
- C. Bring the completed application to the office along with evidence which confirms age: birth certificate, driver's license, school records, baptismal certificate, or a hospital record of birth.
- D. Please allow twenty-four hours for processing.

STUDENT BEHAVIOR SCHOOL/STUDENT

RIGHTS AND RESPONSIBILITIES OBJECTIVE OF STUDENT

DISCIPLINE

The objective of student discipline is to produce a safe and orderly school environment in which complete attention can be directed to the teaching-learning activities. Every student and every member of the school staff has the right to expect that he/she may go about his/her business any place on the school premises in an atmosphere that is orderly, safe, free from disruption, and conducive to him/her putting forth his/her best effort.

GENERAL

“The Revised School Code grants authority to local boards of education to provide for the safety and welfare of students. This includes the discipline of students.”

1. Each student has the responsibility to: a) be aware of and adhere to school rules; b) respect the rights and authority of others; c) achieve academic and social goals; d) be present and punctual; e) refrain from libel, slanderous remarks and obscenity in verbal and written expression; f) dress in a manner that meets standards of health, cleanliness, and safety.
2. In keeping with the Family Educational Rights and Privacy Acts (FERPA), students' records and information will be protected as required under the law.

DUE PROCESS

Due process of law will be followed in the administration of discipline.

1. The hallmarks of the exercise of disciplinary authority will be reasonableness and fairness.
2. Administrators and faculty members will attempt to resolve problems through utilization of school district resources in cooperation with the student and his parent or guardian.
3. Students will be given an opportunity to be heard with the appropriate school administrator before they are removed from school. The hearing will provide the student and his/her parent or guardian the opportunity to contest the facts which may lead to disciplinary action, provide exculpatory evidence and/or ~~to~~ contest the appropriateness of the sanction imposed by a disciplinary authority. Students may be represented by legal counsel at their own expense at any hearing.
4. A student will not be judged guilty solely on the basis of an accusation by a fellow student.

OFFICE PROCEDURES

1. Upon entering the office area, students are to sign in immediately with their administrator and indicate the time of their arrival.
2. Students will sit quietly and not disrupt office operations.
3. Not following these guidelines may be cause for an out-of-school suspension and/or a request for a parental conference.

BEHAVIORAL CONSEQUENCES

COMMUNITY SERVICE

Community Service is a disciplinary alternative available to administrators in dealing with some behavioral problems. Failure to complete assigned community service hours within the designated time period could result in an out-of-school suspension.

AFTER-SCHOOL DETENTION

After-school detention is a disciplinary alternative available to administrators in dealing with some less serious behavioral problems. After-school detention is one hour in length. Date and times will be assigned by the administrator. Failure to complete assigned after-school detention may result in out-of-school suspension.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension is a disciplinary alternative available to administrators in dealing with some less serious behavioral problems.

Students assigned to in-school suspension must:

1. Report to the in-school suspension room on time and obey all ISS rules.
2. Not leave the in-school suspension room during the period(s) assigned.
3. Sit in the desk assigned to them, remain quiet, and wait for dismissal by the staff member in charge.
4. Bring a lunch from home (if possible) when assigned ISS for A, B or C lunch.
5. Students may complete classroom work for full credit while in in-school suspension.

Breaking any of these rules will be cause for out-of-school suspension and, in most cases, a request for a parental conference.

SUSPENSION AND EXPULSION

The Revised School Code provides each school board with the authority to establish a local discipline policy in order to provide for the safety and welfare of its students. The Student Code of Conduct at Van Buren Public Schools applies to student conduct whether in a classroom, elsewhere on school premises, on a bus or other school-related vehicle, or at a school sponsored activity whether or not the event is held on school premises. The District also reserves the right to discipline students for off-campus activity including internet activity that materially and substantially disrupts the educational environment. Pupils guilty of gross misdemeanor or persistent disobedience may be suspended or expelled.

Types of Suspensions and Expulsions

The length of time a student is suspended or expelled is based upon the seriousness and severity of the behavior. The consequence may range from a one-day in-school suspension to permanent expulsion.

1. Suspension Pending Parental Conference –Administration requires a parental conference before the student returns to school.
2. Short Term Suspensions - These suspensions may be 10 consecutive days or less. Suspensions that are for 10 consecutive days or less in length require minimal due process protection, including oral or written notice of accusation(s), explanation of evidence to support the charges, defined disciplinary measures, and an opportunity for the pupil to respond.
3. Long Term Suspensions or Expulsions – Imposed for more serious infractions. Additionally, the Michigan School Code provides that a local board of education may authorize or order the suspension

or expulsion from school for a pupil guilty of a “gross misdemeanor” or “persistent disobedience” for a period up to 180 days.

4. Expulsions – Imposed for serious infractions or pursuant to the mandatory expulsion requirements under the Michigan School Code. Please be advised that the district is required to permanently expel a pupil from the district for weapons, arson, criminal sexual conduct, or physical assault to an employee, volunteer, or a person contracted by the school district.

SUSPENSION PROCEDURES

It is the policy of Van Buren Public Schools to utilize, when appropriate, reasonable alternatives available before the exclusion of a student is used as a solution to a problem, recognizing that exclusion at times may be necessary. Where exclusion is imposed:

1. The student will be informed of the specific charges against him or her which could be the basis for disciplinary action.
2. The student may present to the school administrator any relevant or exculpatory information which will support his/her defense.
3. The student may be represented by legal counsel at his/her own expense.
4. Should the student be suspended by the school administrator, that administrator will notify the parent or guardian as soon as possible of the suspension, the reason for it, and the steps necessary to effectuate the student’s return. The administrator may meet with the parent or guardian and the student to plan the satisfactory return of the student to the school setting.
5. Students are expected to complete their assignments for credit while suspended. Homework will be provided for suspensions up to and including 10 days.
6. If the parent or guardian is dissatisfied with the decision of the assistant administrator or dean of students, he/she may appeal to the building administrator. Decision of building administrator on suspensions of 10 days or less is final.
7. While on suspension, a student will not enter onto district property without the permission of a building administrator.

EXPULSION PROCEDURES

Students may be long term suspended or expelled pursuant to the hearing procedures outlined below:

1. Written notice of charges against a student will be provided to the parent or guardian at his or her last known address or in-person. The Office of the Superintendent will contact the parent or guardian to establish the time and place for a hearing, which will be reasonable for the parties concerned.
2. The student and his/her parent or guardian have the right to attend the hearing.
3. The student will be given an opportunity to give his/her version of the facts, offer the testimony of witnesses and provide any exculpatory evidence on his/her behalf.
4. The student or his/her adult representative will be allowed to observe all evidence offered against him/her.
5. The student may be represented by legal counsel at his/her expense.
6. The hearing will be conducted by the Superintendent or his/her designee and his determination will be made solely upon the evidence presented at the hearing.
7. The findings of the hearing authority will be reduced to writing and sent to the student and his/her parent or guardian.
8. The student and his/her parent or guardian will be made aware of his/her right to appeal the decision of the hearing authority to the appropriate authority.
9. The decision of the Superintendent is final.

ATHLETIC/SCHOOL SPONSORED EVENTS POLICY

All Belleville High School Rules and Regulations apply at all Belleville High School athletic and school sponsored events whether they occur on or off school property. Proper conduct is expected. Belleville High

School has the right to refuse any student entrance to school sponsored events for violations of school rules and/or policies.

DISSENT, DEMONSTRATION, AND DUE PROCESS

The protection of student rights begins with knowing the rules. Students who wish to express opposition to policies, practices, or rules should do so through the Student Council. If satisfaction is not received, students may present cases to the school administrators. Students do not have the right to disrupt or negatively affect the normal operation of the school. Students who willfully take part in demonstrations that are disruptive of the school program or educational process will subject themselves to punitive measures.

FRATERNITIES, SORORITIES, AND SECRET SOCIETIES

Fraternalities, sororities, gangs and secret societies in public schools are unlawful, and students are not permitted to have an affiliation with these groups. The state statute provides that students violating this law will not be granted credit for subjects pursued, and that the school will be unable to graduate any person, who shall knowingly violate the provisions of this act.

GANG ACTIVITY

Gang activity is included as a "prohibited act" under the school district's "Procedures Governing Violation of School Rules," and the penalty for violation of this rule ranges from suspension to expulsion. A student may not possess any clothing or colors, jewelry, symbol or other object or commit any act, verbal or non-verbal (gestures, hand signals, handshakes, headgear, bandanas etc.), that could reasonably be perceived as evidence of membership in or affiliation with a gang. A student is prohibited from engaging in any act, verbal or non-verbal (graffiti, tagging, etc.) in furtherance of the interest of any gang or gang activity.

KNOWINGLY WITHHOLDING INFORMATION

Any student who knowingly withholds information from administration pertaining to an ongoing investigation relating to, but not limited to, gang activity, alcohol/drugs, stolen property, dangerous weapons, and physical altercations will be subject to administrative disciplinary action.

OFF-CAMPUS CONDUCT POLICY

Administration may discipline a student for any activity, whether or not school is in session, if such off-campus activity may be reasonably interpreted to impede the ability of the district to maintain a safe, orderly and disciplined educational environment or if the activity results in a material disruption to the learning environment. At such time that the Administration learns of the behavior, an investigation will be conducted.. Upon completion of the an investigation, the administration will initiate appropriate disciplinary action if the action warrants, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus.

DISCIPLINE AND STUDENT CONDUCT

The Board of Education is authorized to suspend or expel students for engaging in a gross misdemeanor or persistent disobedience. Sections 380.1311 of the Revised School Code: states as follows:

Sec. 1311. (1) Subject to subsection (2), the school board, or the school district superintendent, a school building administrator, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

The primary intent of society in establishing the public schools is to provide an opportunity for learning.

While full recognition is given to the rights of the individual, equal recognition is given to the rights of all other students to an education in an atmosphere that will provide for safety and general welfare regardless of race, religion, or economic status. All students are entitled to an education free from fear and disruption.

RIGHTS AND RESPONSIBILITIES OF THE SCHOOL

Administrators and teachers also have rights and duties. Individual building principals are authorized to develop and enforce additional reasonable rules of student conduct for the pupils of their specific buildings which are not inconsistent with District policy. Classroom teachers are responsible for maintaining a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program and process. Teachers are authorized to impose reasonable rules for the conduct of students within their classrooms which are not inconsistent with District policy, subject to the review and approval of the building principal.

Further, if at any time, in the opinion of the building administrator, it is necessary for the safety and welfare of the student or the school to have a student removed from a given class or school building, a student may be suspended by that administrator in accordance with District policies and any applicable laws. A teacher has the authority to recommend the suspension of students from a class for cause. The regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

RESPONSIBILITY FOR DISCIPLINE

Parents are ultimately responsible for the behavior and attitudes of their children. Teachers, counselors, and administrators attempt to address student behavior problems; however when their efforts fail or are not accepted by the student, parents must work with their children to ensure proper respect for school authority and acceptable behavior.

DEFINITION OF DISCIPLINE

Definition: The control of conduct by the individual himself/herself or by external authority. Good discipline will attempt to help the learner grow, rather than just serve as punishment. Respect, both for individual rights and for the rights of the group, is basic to sound discipline.

MANDATORY EXPULSION UNDER THE WEAPONS-FREE SCHOOL POLICY

Under Michigan law, a student who possesses a dangerous weapon in a Weapons-Free School Zone, or who commits arson in a school building or on school grounds, or who commits criminal sexual conduct in a school

building or on school grounds will be permanently expelled from the school district, subject to possible reinstatement.

The statute defines a dangerous weapon as follows: firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles.

A student expelled pursuant to State law will be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency. Notification of the referral will be provided to the parent, legal guardian and/or student.

A parent/guardian of a student in grade 6 or above may petition for reinstatement after the expiration of 150 school days following the date of expulsion; however, the individual may not be reinstated before the expiration of 180 school days after the date of expulsion.

A parent/guardian of a student in grade 5 or below, who has been expelled for possessing a firearm or threatening another person with a dangerous weapon, may petition for reinstatement after the expiration of 60 school days following the date of expulsion; however, the individual may not be reinstated before the expiration of 90 school days after the date of expulsion.

The parent of an individual in grade 5 or below, who was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon may initiate a petition for reinstatement at any time; however, the individual may not be reinstated before expiration of 10 school days after the date of expulsion.

ASSAULT ON ANOTHER WITH A DANGEROUS WEAPON IN A WEAPONS-FREE SCHOOL ZONE

Public Act 158 of 1994 provides that persons who assault others on school property or in school vehicles with a firearm or weapon are guilty of a felony punishable by one or more of the following: imprisonment for not more than four years, community service for not more than 150 hours, and/or a fine of not more than \$6000.

PARENTAL LIABILITY FOR MINORS WHO COMMIT WEAPONS-FREE SCHOOL ZONE VIOLATIONS

A parent of a minor who commits a weapon violation is guilty of a misdemeanor if the parent knows of the intended violation and acts to further the violation or fails to report it. The misdemeanor is punishable by a fine of not more than \$2000 and/or community service for not more than 100 hours or probation.

ASSAULT ON ANOTHER STUDENT OR STAFF MEMBER

The State of Michigan mandates under Section 380.1310 of the Revised School Code that a student who physically assaults another student on school property at any school sponsored activity or in a school-related vehicle will be suspended or expelled for up to 180 school days.

Section 380.1311a of the Revised School Code mandates that any student in grade 6 or above who physically assaults a person employed by the District or a person who is engaged as a volunteer or contractor will be permanently expelled from the school district subject to possible reinstatement. A parent/guardian may petition for reinstatement after the expiration of 150 school days following the date of expulsion; however, the individual may not be reinstated before the expiration of 180 school days after the date of expulsion.

Van Buren Public Schools

Anti-Bullying Policy

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances require the disclosure of name and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail, or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violation will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complainant will not be voluntarily shared with the alleged perpetrator(s) of the witnesses unless the student and his/her parent/guardian give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of

the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. **While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.**

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate the policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, The Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517- Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegation of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone into trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive Behavior” is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the students in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

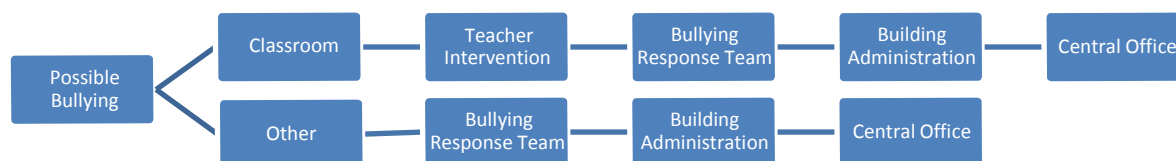
“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, often on the basis of age, race, religion, color, national origin, marital status, or disability, but may also include sexual orientation, physical characteristics (e.g. height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g. from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Van Buren Public Schools Response Plan



1. Reporting by staff:

a. When staff witness verbal or physical acts intended to harm another physically or psychologically, that staff member will immediately attempt to stop the behavior, separate the students and clarify what behaviors were inappropriate and what behaviors should replace them. Follow the “*if it’s mean, intervene,*” policy.

i. For grades K-6, in any misbehavior that could be perceived by the students or parents as bullying, the teacher will notify the parents of the students involved before the end of the school day.

b. If the staff member feels this incident *could* be bullying, he or she will:

i. Complete a *VBPS Incident Reporting Form*

ii. Contact the parents of students involved *before the end of the day*.

iii. Submit them to a member of the school’s *Bullying Response Team* along with any evidence and documentation

2. Reporting by students, parents, and others: a. Parents, students and others who have become aware of a potential bullying issue should report it to the school’s Principal Office.

i. Parties should fill out the *VBPS Incident Reporting Form* (available to parents and students in the office and on the schools’ websites).

ii. The *Bullying Response Team* will follow up on all forms submitted.

3. Bullying Response Team

a. Bullying Response Team will be comprised of the principal, assistant principal, counselor, social worker, and at least one teacher.

b. All referrals to the Bullying Response Team will be addressed.

c. Possible interventions include:

i. Counseling

ii. Parental Conference

iii. Peer Mediation

iv. Group Conference

v. Suspension

vi. Removal from Class

vii. Expulsion

Non-Retaliation/False Reports

Retaliation of false allegations against any person who reports, is thought to have reported, files a complaint, participated in an investigation or inquiry concerning allegation of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone into trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Pursuant to Section 380.1311a(1) of the Revised School Code, any student who physically assaults a school employee, volunteer or contractor shall be expelled permanently by the school officials or the School Board.

SCHOOL RULES AND REGULATIONS

Van Buren Public Schools Discipline Policy

Van Buren Public Schools is dedicated to providing an environment where learning is a priority and high levels of learning is a goal for all students. To achieve these goals, certain standards of behavior are required to maintain the school's responsibility to its core mission of learning. An effective learning environment cannot be maintained without proper discipline. In an effort to be consistent throughout the district, we have set some specific policies for dealing with inappropriate behavior.

Students who consistently disrupt the educational process will be placed on a four strike policy resulting in progressive discipline of suspension up to and including expulsion. On a student's fourth office referral:

1. Administrator will require a meeting with both parent and student
2. Administrator will develop an action plan tailored to that particular student's need to prevent infraction from occurring again.
3. If behavior persists, progressive discipline will be implemented
4. Administrator will again require meeting with parent and student to review action plan.

Additionally, for certain conduct, the Van Buren Public Schools believes in a zero tolerance approach and will uniformly enforce the following penalties for inappropriate conduct:

1. Fighting, (including punching, hitting, fighting, kicking, biting, spitting, etc.).
 - a. A student will not cause or attempt to cause physical injury to a student, or other person.
 - b. Penalty:
 - i. Grades K-2:
 1. **First Offense:** Conference with the parent and/or principal and up to a three day suspension.
 2. **Second Offense:** Conference with the parent and/or principal and three day suspension
 3. **Third Offense:** Conference with the parent and/or principal and minimum three to five day suspension.
 - ii. Grades 3-4:
 1. **First Offense:** Conference with the parent and/or principal and three day suspension with possible recommendation for long term suspension or expulsion.
 2. **Subsequent Offense:** Parent conference and up to a five day suspension with possible recommendation for long term suspension or expulsion.
 - iii. Grades 5-6:
 1. **First Offense:** Conference with the parent and/or principal and five day suspension with possible recommendation for long term suspension or expulsion.
 2. **Second Offense:** Parent conference and eight day suspension with possible recommendation for long term suspension or expulsion. Student may also be cited by local police authority for disorderly conduct.
 3. **Third Offense:** Ten day suspension and recommendation for expulsion. Student may also be cited by local police authority for disorderly conduct.
 - iv. Grades 7-12:
 1. **First Offense:** Conference with the parent and/or principal and eight day suspension with possible recommendation for long term suspension or expulsion. Student may also be cited by local police authority for disorderly conduct.

2. **Second Offense:** Parent conference and ten day suspension with possible recommendation for long term suspension or expulsion. Student may also be cited by local police authority for disorderly conduct.
 3. **Third Offense:** Recommendation for expulsion. Student may also be cited by local police authority for disorderly conduct.
2. Drugs/Alcohol, Use of
 - a. Possession, use, or under the influence of alcoholic, illegal drugs, look-alike drugs, or other substances which produce irregular or abnormal behavior.
 - i. Grades 3-12
 1. **First Offense:** Referral to police authorities, conference with the parent and/or principal, eight day suspension with possible recommendation for long term suspension or expulsion.
 2. **Second Offense:** Referral to police authorities, conference with the parent and/or principal and ten day suspension with possible recommendation for long term suspension or expulsion.
 3. **Third Offense:** Recommendation for expulsion and referral to police authorities.
 3. Distribution of Drugs/Alcohol
 - a. The sale, distribution, or transfer of illegal drugs, prescription or look-alike drugs or alcoholic beverages.
 - i. **First Offense:** Referral to police authorities and recommendation for expulsion.

STUDENT ACTS PROHIBITED

Student involvement or participation in the following or related activities is prohibited in school buildings, on school property, on school buses, at school-sponsored events, whether on or off campus, and on or against the property of persons of school personnel or their families. Disciplinary action will be taken by the school, (regardless of action by civil authorities), with penalties ranging from administrative intervention to expulsion. Please be advised that police and/or other state agencies may be contacted for any and all offenses that potentially are in violation of state or federal laws.

DEFINITIONS/VIOLATION NUMBERS:

1. **ALTERING SCHOOL DOCUMENTS/FALSIFICATION OF RECORDS** – the act of changing, altering or forging any school related document including but not limited to passes, re-entries, progress reports, report cards, transcripts and computer/on-line records.

PENALTY – *Administrative intervention to expulsion.*

2. **ARSON** – The setting of fires or the use of open flames for improper purpose is prohibited.

PENALTY – *Mandatory permanent expulsion under the Michigan School Code/Referral to police authorities.*

3. **BOMB THREAT** – The deliberate attempt through verbal or written communication to disrupt normal school operations by reporting an impending threat of explosives on school property when no such threat exists.

PENALTY – *Administrative intervention to expulsion/Possible referral to police authorities.*

4. **BULLYING** – please refer to the VBPS Anti-Bullying Policy and Response Plan

5. **CHEATING** – Copying, test sharing, plagiarism, un-cited use of internet source materials and all other forms of cheating are strictly prohibited. Plagiarism is the action of using, without due acknowledgement, the thoughts, scholarship or intervention of another person. All word-for-word quotations, any summaries and any borrowed ideas that are paraphrased or mentioned must have cited sources.

PENALTY – *Administrative intervention to expulsion including a zero on assignments.*

6. **CRIMINAL ACTS** - The act of committing or participating in any conduct or act defined as a crime by federal or state law or local ordinance.

PENALTY – *Administrative intervention to expulsion/Referral to police authorities.*

7. **CRIMINAL SEXUAL CONDUCT** – Violation set forth in Chapter LXXVI of the Michigan Penal Code (MCL 750.520b to 750520g).

PENALTY – *Mandatory permanent expulsion under the Michigan School Code/Referral to police authorities.*

8. **DISCRIMINATORY HARASSMENT** – Includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, often on the basis of age, race, religion, color, national origin, marital status, or disability, but may also include sexual orientation, physical characteristics (e.g. height, weight, complexion), cultural background socioeconomic status, or geographic location (e.g. from rival school, different state, rural area, city, etc.).

PENALTY – *Administrative intervention to expulsion.*

9. **DISRUPTION OF SCHOOL** – Inciting and/or contributing to the disruption of the educational process and/or school sponsored activities.

PENALTY – *Administrative intervention to expulsion.*

10. **DISTRIBUTION OF PRINTED MATERIAL** – The act of distributing or posting unauthorized material on school district property. Add separate section on printed material (4 pages)

PENALTY – *Administrative intervention to expulsion.*

11. **DRUGS/ALCOHOLIC BEVERAGES, SALE/DISTRIBUTION** - Possession, use, or under the influence of alcoholic, illegal drugs, look-alike drugs, or other substances which produce irregular or abnormal behavior

PENALTY – *Administrative intervention to expulsion/Referral to police authorities.*

12. **DRUGS/ALCOHOLIC BEVERAGES, USE OF-** Possession, use, or under the influence of alcoholic, illegal drugs, look-alike drugs, or other substances which produce irregular or abnormal behavior

PENALTY – *Administrative intervention to expulsion/Referral to police authorities.*

13. **EXTORTION** – The act of taking or attempting to take any money or things of value from a student in school in the presence of either an implied or expressed threat.

PENALTY – *Administrative intervention to expulsion/Referral to police authorities.*

14. **FALSE ALARM** – The intentional act of initiating or participating in the setting of a false fire alarm, or make a false fire, bomb, or catastrophe report.

PENALTY – *Administrative intervention to expulsion.*

15. **FALSE ALLEGATIONS** – The act of libel or slander or to make false allegations against another student, district employees, Board of Education members or volunteers.

PENALTY – *Administrative intervention to expulsion.*

16. **FAILURE TO IDENTIFY ONESELF OR GIVE A FALSE NAME** – The act of refusing to provide any staff member with proper name when requested to do so or knowingly providing a false name upon request.

PENALTY – *Administrative intervention to expulsion.*

17. **FIGHTING** – The act of engaging with another person in bodily contact in a physically threatening and/or destructive manner.

PENALTY – *Administrative intervention to expulsion/Referral to police authorities.*

18. **FIREWORKS/EXPLOSIVE MATERIALS** – The possession, transfer, distribution, or use of fireworks, explosive materials, or smoke-producing devices.

PENALTY – *Administrative intervention to expulsion.*

19. **FORGERY** – The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, documents, or stickers.

PENALTY – *Administrative intervention to expulsion.*

20. **GAMBLING** – The act of possessing or playing any game of chance for money or valuables, including but not limited to card and dice playing.

PENALTY – *Administrative intervention to expulsion.*

21. **GANG ACTIVITY/INSIGNIA** – The act of possessing and/or wearing and/or displaying any clothing, objects, or colors, (headgear, bandanas etc.) jewelry, symbol, or committing any act, verbal or non-verbal (gestures, hand signals, handshakes, etc.), that may reasonably be perceived by a staff member as evidence of membership in or affiliation with or promotion of a gang.

PENALTY – *Administrative intervention to expulsion/Possible referral to police and/or other authorities.*

22. **GROSS DISRESPECT** – Willful and extreme rudeness directed toward school employees or other adults, including derogatory remarks and obscene gestures.

PENALTY – *Administrative intervention to expulsion.*

23. **HABITUAL/PERSISTENT MISCONDUCT** – Any behavior which continues to be disruptive despite previous action taken by school officials.

PENALTY – *Administrative intervention to expulsion.*

24. **HAZING** – Any activity which endangers the physical safety of a student, produces mental or physical discomfort, causes embarrassment, fright, or degrades the student.

PENALTY – *Administrative intervention to expulsion.*

25. **HORSEPLAY OR INAPPROPRIATE CONDUCT (PLAY FIGHTING)** – The act of wrestling or inappropriate conduct in classrooms, halls, or other school building properties

PENALTY – *Administrative intervention to expulsion.*

26. **HUMAN DIGNITY POLICY** – Behavior by students which insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group, or religion; conduct detrimental to the normal functioning of school activities including but not limited to:

- A. Spoken or written racial or ethnic slurs.
- B. Racial, ethnic, or religious intimidation.
- C. Authorship, publication, and circulation of unauthorized material.
- D. Possession of pornographic or obscene material.
- E. Hazing or initiations.
- F. Sexual harassment

PENALTY – *Administrative intervention to expulsion.*

27. **IMPROPER COMMUNICATION** – The act of using or making obscene, offensive, threatening, annoying, or vulgar communications, verbally, in writing or by gestures to any student or staff member.

PENALTY – *Administrative intervention to expulsion.*

28. **IMPROPER USE OF TECHNOLOGY** – The act of violating the “Acceptable Use Policy and Procedures” student contract for the use of computers, electronic information, resources, or other technologies (e.g., use of networks operated by the school district, etc.), or verbal or written directions of school district personnel regarding the acceptable use of computers and other technologies.

PENALTY – *Administrative intervention to expulsion.*

29. **INDECENCY** – The act of offending commonly recognized standards of good taste, including offensive displays of affection or use of ethnically or sexually offensive language, images, or writing.
- PENALTY** – *Administrative intervention to expulsion.*
30. **INSTIGATION** – The act of willfully and continually being a nuisance towards staff and or other students. This includes verbal, physical, or written actions.
- PENALTY** – *Administrative intervention to expulsion.*
31. **INSUBORDINATION/FAILURE TO COOPERATE** – The failure to respond or carry out a reasonable request by authorized school personnel. This includes the refusal by any student to give up his/her cell phone or electronic device.
- PENALTY** – *Administrative intervention to expulsion.*
32. **INTERFERENCE WITH/OR INTIMIDATION OF SCHOOL PERSONNEL** – The act of preventing or attempting to prevent school personnel from engaging in their lawful duties through actions, threats, violence, harassment, or verbal intimidation.
- PENALTY** – *Administrative intervention to expulsion/Possible referral to police authorities.*
33. **INTIMIDATION** – includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.
- PENALTY** – *Administrative intervention to expulsion/Possible referral to police authorities.*
34. **LEAVING CLASS WITHOUT PERMISSION** – The act of leaving a classroom or assigned location (including office, lunchroom, or in-school suspension room) without permission of supervising staff member.
- PENALTY** – *Administrative intervention to expulsion.*
35. **OFF-CAMPUS VIOLATION**– Any act that can reasonably be considered an endangerment to the well-being or safety to a member of the school or district or that materially and substantially disrupts the learning environment.
- PENALTY** – *Administrative intervention to expulsion.*
36. **OUT OF ASSIGNED AREA** – The act of being found out of the student’s assigned location within the building or grounds.
- PENALTY** – *Administrative intervention to expulsion.*
37. **PARAPHERNALIA** – Items related to or identified with the use of alcohol, tobacco and/or drugs including but not limited to lighters, matches, pipes, rolling papers, etc.
- PENALTY** – *Administrative intervention to expulsion.*
38. **PERSONAL PROTECTION DEVICES** – The act of possessing, attempting to possess, handling or transmitting a personal protection device (e.g., pepper gas, mace, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.
- PENALTY** – *Administrative intervention to expulsion.*

39. **PETITIONS** – The act of presenting petitions which are not free from obscene or libelous statements, personal attacks, or are not within bounds of reasonable conduct.
- PENALTY** – *Administrative intervention to expulsion.*
40. **PHYSICAL ASSAULT - STUDENT** – The willful, unprovoked striking or physically threatening to strike, or act of intentionally injuring any student.
- PENALTY** – *Suspension/expulsion up to 180 days under the Michigan School Code/Referral to police authorities.*
41. **PHYSICAL ASSAULT – STAFF MEMBER** – The act of striking or physically threatening to strike a school employee.
- PENALTY** – *Mandatory permanent expulsion under the Michigan School Code/Referral to police authorities.*
42. **SMOKING** – The act of using cigarettes or other tobacco products by students, including the use of e-cigarettes. More specifically: smoking on school grounds at any age. This also includes holding a lit cigarette.
- PENALTY** – *Administrative intervention to expulsion.*
43. **STEALING OR KNOWING POSSESSION OF STOLEN PROPERTY** – The act of dishonesty acquiring the property of others and/or knowing and concealing the location or possession of such property.
- PENALTY** – *Administrative intervention to expulsion/Possible referral to police authorities.*
44. **TOBACCO POSSESSION** – The act of possessing cigarettes or other tobacco products; this includes the possession of e-cigarettes.
- PENALTY** – *Administrative intervention to expulsion.*
45. **TRESPASSING/LOITERING** – The act of prowling or loitering on foot, in a motor vehicle, or in other manner in or around the school buildings or property without authorization or while serving out of school suspension. This includes the act of trespassing on other school building property (VBPS or other).
- PENALTY** – *Administrative intervention to expulsion.*
46. **TRUANCY** – The act of unauthorized and willful absence from a specific class or school for any period of time.
- PENALTY** – *Administrative intervention to expulsion.*
47. **UNAUTHORIZED PROTEST** – The act of protesting which results in a material disruption of the school without the prior authorization of an administrator.
- PENALTY** – *Administrative intervention to expulsion.*
48. **UNAUTHORIZED USE OF SCHOOL EQUIPMENT**- The act of using school equipment (e.g., fax machines, copiers, computer equipment, laboratory equipment, athletic supplies, tools, etc.) in any unauthorized, dangerous or illegal fashion.
- PENALTY** – *Administrative intervention to expulsion.*

49. **UNLAWFUL DISRUPTION OF EDUCATIONAL PROCESS** – Any act of violence; in possession of a weapon, alcohol or drugs, or any act that disrupts the educational process.

PENALTY – *Administrative intervention to expulsion/Possible referral to authorities.*

50. **VANDALISM** – The act of willful destruction of property belonging to others, or the destruction, damage, or defacement of school property.

PENALTY – *Administrative intervention to expulsion/Restitution; Possible referral to police authorities.*

51. **VERBAL ASSAULT** – Any act, oral or written, which can reasonably be expected to induce another person to be in apprehension of danger of bodily injury or harm, or the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.

PENALTY – *Administrative intervention to expulsion.*

52. **WEAPONS-USE/POSSESSION** – The act of possessing, using or threatening to use any weapon not included in the definition of dangerous weapon below; this includes any reasonable facsimile or any instrument capable of inflicting bodily injury (Includes look-a-like weapons and BB guns).

PENALTY – *Administrative intervention to expulsion.*

53. **WEAPONS-DANGEROUS** – Possession of a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

PENALTY – *Mandatory permanent expulsion under the Michigan School Code/Referral to police authorities.*

VAN BUREN PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY AND PROCEDURES

INTRODUCTION

Technology resources, including access to the Internet, are now available to students and employees in the Van Buren Public School District. This service, Wayne-Net, is authorized through the Wayne Regional Educational Service Agency (Wayne RESA).

The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as a user, a student's use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access necessitates responsibility.

The Internet offers vast, diverse, and unique resources to both students and employees. Our goal in providing this service to employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Students and employees may have access to:

1. Electronic communication with people all over the world.
2. Public-domain software and graphics of all types for school use.
3. Access too many University Library Catalogs, the Library of Congress, and ERIC, a large collection of information relevant to educators and students.
4. Graphical access to the World Wide Web.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Van Buren Public School District has in place precautions, through supervision as well as other available resources, such as filtering, to restrict access to inappropriate materials. Filtering blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The Van Buren Public School District firmly believes that the valuable information and interaction available on this worldwide network far out weights the possibility that users may violate this policy and procure material that is not consistent with the policies and educational goals of the District.

Internet access is coordinated through a complex association of regional and state networks with government agencies. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your privileges and responsibilities. In general this requires responsible, ethical, and legal utilization of the network resources.

If a Van Buren Public School District user violates any of these provisions, his or her access will be terminated immediately, and he or she may face possible disciplinary and/or legal action. Additionally, future access may be denied.

Internet Terms and Conditions of Use

1. **Usage** – The use of the Internet is a privilege, not a right, and inappropriate or improper use will result in a cancellation of those privileges. Prior to using the internet, each student or employee who accesses the Internet must take part in a discussion with a designated Van Buren Public School District staff member as to the proper use of the network and the terms and conditions as determined by the District.

System activity on Wayne-Net will be monitored for occasions of abuse and general system maintenance.

The supervising staff member and/or the building administrator will deem what is inappropriate use and his/her decision is final.

The administration, faculty, and staff of Van Buren Public School District may request, in writing, that the school's administrator deny, revoke, or suspend the access of a specific user at any time. Additionally, the school's administrator may deny access at any time.

2. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not become abusive in your messages.
 - B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. **Acceptable Use** – The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Any Internet use must be in support of education and research, as well as consistent with the educational objectives of the Van Buren Public School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network and be consistent with the terms and conditions herein. Transmission of any material in violation of any national or state regulations is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret. (Note, in particular, that copyrighted software may not be transferred electronically.)
 - A. Do not reveal personal information such as the addresses, telephone numbers, or otherwise personally identifiable information of students, staff members, or yourself.
 - B. Note that electronic communication is not guaranteed to be private. Other people who operate the system do have access to all communications. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
 - C. Do not use the network in such a way that disrupts the use of the network by other users. (i.e., an individual damages software or hardware, or the user introduces a virus or any other contamination into the network.)
 - D. All communications and information accessible via the network should be assumed to be private property and should be treated as such. Hacking or any attempt to otherwise compromise system security is absolutely prohibited.
 - E. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.
 - F. Use of public property for personal gain is a felony and is subject to prosecution.
 - G. Use of the network to harm or harass others prohibited.
 - H. Use of e-mail, educational chat rooms, and other forms of direct electronic communications is subject to administrative approval and requires teacher supervision and monitoring. Non-educational chat and talk sessions are prohibited.

Any violation of any of the above will result in loss of privileges, disciplinary action, and possible legal action.

4. **No Warranties** – Van Buren Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Van Buren Public School District will not be held responsible nor held liable for any damages you may suffer as a result of your use of the internet. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by, but not limited to, its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Van Buren Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. **Security** – Security on any computer system is high priority, especially when the system involves many users. If you believe that you can identify a security problem on the Internet, you must notify immediately the school's supervising staff member or your school's administrator or another Van Buren Public Schools' administrator. Do not demonstrate the problem to other users.

Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges and discipline.

Any user identified as a security risk as determined by the building administrator or his or her designee may be denied access to the Internet.

6. **Vandalism** – Vandalism will result in cancellation of privileges, possible restitution and legal action. Vandalism is defined as, but not limited to, any malicious attempt to harm or destroy data of another user, the network, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.