

# **STRIVE Academy**

## **Bloomington Public Schools**

629 E. Kalamazoo Street, Bloomington, MI 49026  
(269) 521 -3913

Webpage: [www.bdalecards.com/page/strive](http://www.bdalecards.com/page/strive)



Cardinal - A symbol of endurance,  
passion, and strength.

***Come be a Cardinal!***

## **2022-2023**

## **Student Handbook**

“Offering an alternative pathway  
to **SUCCESS!**”

“Be the change you wish to see in the world.”

-Mahatma Gandhi

## Foreword

*This student handbook was developed to answer many of the commonly asked questions that you and your parents or guardians may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and use it as a reference for you and your parents or guardians. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the STRIVE Director or STRIVE mentor.*

*This handbook is not intended to be all-encompassing, it does not create a contract between the school and parents or parents, and school officials may revise the handbook to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if a situation is not specifically addressed, the school will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with the school's best interests.*

*This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.*

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## **STAFF DIRECTORY**

<b><u>Name:</u></b>	<b><u>Title:</u></b>	<b><u>Phone #:</u></b>	<b><u>Email:</u></b>
Nikki Meloche	Program Director/Assistant H.S. Principal	521-3910	nmeloche@bdalecards.org
Salena Long	Administrative Assistant, Attendance Secretary	521-3910	slong@bdalecards.org
Tristan Livock	Technology/Curriculum Director	521-3913	trlivoc@bdalecards.org
	Guidance Counselor	521-3918	
Carrie Price	Guidance Secretary	521-3918	cprice@bdalecards.org
Brittany Hosier	Operations Secretary	521-3906	bhosier@bdalecards.org
Joel Douglas	Program Mentor	521-3906	jodougl@bdalecards.org
Joel Douglas	Social Studies Teacher	521-3913	jodougl@bdalecards.org
Torrey Wenger	Science Teacher	521-3913	twenger@bdalecards.org
Charlee Hayes	Health Teacher	521-3913	chayes@bdalecards.org
Erin Cool-Banner	Language Arts Teacher	521-3913	ercool-@bdalecards.org
Erin Cool-Banner	Spanish Teacher	521-3913	ercool-@bdalecards.org
Kevin Farmer	Math Teacher	521-3913	kefarme@bdalecards.org
Arienne Bowman	French Teacher	521-3913	abowman@bdalecards.org

### **BLOOMINGDALE PUBLIC SCHOOLS**

#### **BOARD OF EDUCATION**

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Anita Manley, Administrative Assistant to the Superintendent  
Ben Wakley, Chief Financial Officer  
Missy Peterson, Central Services Assistant  
Rachel Edwards, Accounting Services  
Tristan Livock, Technology and Curriculum Director

#### **STRIVE ACADEMY DAILY SCHEDULE**

Monday – Friday, 8:00 am – 3:00 pm  
Breakfast 7:45-7:55 / Lunch 11:30 am – 12:00 noon

## **ACADEMICS**

### **ATTENDANCE**

Student attendance is a vital factor in academic achievement. STRIVE Academy is a program that functions under a seat time waiver with the State of Michigan. Students will attend school regularly and will be present in all courses weekly.

***To be considered as “present” in an online capacity, students must meet three requirements:***

- 1) Students must be logged in and working on their courses for no less than 2 clock hours every school day (minimum of 10 hours per week)
- 2) Students must maintain weekly two-way communication with the program mentor, director, or the teacher of record for a course
- 3) Students must make acceptable forward progress in every enrolled course each week. Acceptable forward progress is 5-6% progress in every class, each week.

Students not attending as needed, not logging in appropriately, not communicating sufficiently, nor making acceptable forward progress are at risk of being reported for truancy and potentially withdrawn from STRIVE Academy.

- The family has the responsibility to ensure the student is in school during class times and to ensure the student logs sufficient time working on their courses. The family will work cooperatively with school personnel in resolving attendance issues.
- The student has the responsibility to attend school regularly and to make appropriate forward progress in their online courses. The student will adhere to the student contract signed by the student, family, and staff.
- The staff has the responsibility to accurately record and report student attendance.
- The administration has the responsibility to work with the staff, student, and family to identify attendance problems and determine appropriate measures to improve attendance, including the involvement of court truancy personnel.

### **REQUIRED ATTENDANCE DAYS**

#### **Count Day**

Count Day occurs twice per school year - on the first Wednesday in October and the second Wednesday in February. ***In order to fulfill this attendance requirement, it is expected that all students attend on-site at the school for a minimum of two hours on count days.***

The following must be met for count day attendance:

- Students must be physically present at the school for a minimum of two hours;
- Students must sign in on-site at school and have a valid contact with their assigned Mentor or teacher of record;
- Students must log into each online course and complete a minimum of one recordable activity (assignment submission, quiz, test review, test, or exam) as indicated on the count day tracking sheet.
- Students must contact their mentor or teacher of record at least once per week during the four weeks following the count day via email or in-person - even if they have completed the three tasks above.

NOTE: A valid mentor contact is a two-way communication between the student and the assigned mentor or teacher of record through phone conversation, email, text message, Facebook message, scheduled google meet, GoGuardian chat, or face-to-face school visit.

***Students who fail to accomplish the above count day criteria will not have met the requirements of the seat time waiver with the State of Michigan and may be considered for removal from their seat in the program.***

### **STATE ASSESSMENTS**

State assessments such as M-Step, PSAT 8/9/10, SAT, and the Michigan Merit exam are given to 8-11th grade students as well as some elementary and middle school grade students. State assessments occur in the Spring in late March and/or April. ***Students are required to attend school on-site during their designated testing day. These tests are required for all students and students must attend during the entire test session which often lasts the entire school day.*** The students test date(s) and time(s) will be communicated to families as the time draws near.

### **COUNSELING AND GUIDANCE ASSISTANCE**

In cooperation with Bloomingdale High School, the guidance department offers social and personal counseling to all students. Students desiring to see a counselor should report to the high school office to request counseling assistance. The counselor's first commitment is to serve the student and information discussed in a counseling session will remain confidential. Often, the counselor has information or resources to help and support students. Academic guidance is provided by the program director and in conjunction with the guidance office. These services include transcript analysis, dual enrollment and tech. center enrollments, job coaching, and college and financial assistance applications.

### **COURSE CATALOGUE (MIDDLE AND HIGH SCHOOL)**

To review a hard copy of the STRIVE Academy course catalogue, please visit the guidance office at Bloomingdale Middle and High School. Otherwise, for electronic access, please click the link below.

[Click Here for the STRIVE Academy Course Catalogue](#)

### **COURSE COMPLETION EXPECTATIONS**

#### **COURSE SOFTWARE**

Students will have unlimited (24/7) access to their courses on the **Edgenuity** webpage which can be accessed by visiting [www.edgenuity.com](http://www.edgenuity.com) → Log In → Student Login, then entering their unique login credentials.

For electronic access, [click here to log in](#). Students may access this software at any time, from any device. It is **highly recommended** that students use a desktop PC or laptop-style device for accessing and completing their courses. Mobile devices will load and play video but are not reliable for quizzes, writing assignments, or other interactive tasks.

#### **GRADING**

- Edgenuity will provide scores for the following student activities: most lesson assignments, lesson quizzes, unit test reviews, unit tests, some short writing tasks, final exam review, and final exam.

- The program mentor and teachers of record will provide scores for these tasks: extended writing tasks, wet labs, and detailed class projects. The program mentor, director, and teachers of record will also review unit test reviews and final exam reviews, which must be completed to a minimum passing threshold for the student to begin working on a unit test or final exam.

**GRADING CONT.**

- Letter grades will be issued as final grades based on this break down of percentages:

<b>Letter:</b>	<b>Overall Percentage :</b>
A	94.5 - 100%
A-	90.0 - 94%
B+	87 - 89.9%
B	84.1 - 86.9%
B-	80 - 84%
C+	77 - 79.9%
C	74.1 - 76.9%
C-	70 - 74%
D+	67 - 69.9%
D	64.1 - 66.9%
D-	60 - 64%
E	59.9% and below
NCI*	No Credit/Incomplete (refer to Pacing and Deadlines below)



## PACING AND DEADLINES

Students in STRIVE Academy are expected to maintain a “successful pace” for completing courses each semester. Each semester is approximately 18-20 weeks long, including breaks and vacations, and students are expected to utilize as much time as necessary to complete their courses by the corresponding deadlines. The following table shows a successful pace for course completion and indicates ***approximate*** deadlines for each semester. Deadlines will vary based on the start date for the given school year.

Week #:	Target Completion %:	Approx. Deadline:
1	0-5%	<b>9/2; 1/27</b>
2	6-10%	<b>9/9; 2/3</b>
3	11-15%	<b>9/16; 2/10</b>
4	16-20%	<b>9/23; 2/17</b>
5	21-25%	<b>9/30; 2/24</b>
6	26-30%	<b>10/7; 3/3</b>
7	31-35%	<b>10/14; 3/10</b>
8	36-40%	<b>10/21; 3/17</b>
9	41-45%	<b>10/28; 3/24</b>
10	46-50%	<b>11/4; 3/31</b>
11	51 - 55%	<b>11/11; 4/14</b>
12	56 - 60%	<b>11/18; 4/21</b>
13	61 - 65%	<b>11/25; 4/28</b>
14	66 - 70%	<b>12/2; 5/5</b>
15	71 - 75%	<b>12/9; 5/12</b>
16	76 - 80%	<b>12/16; 5/19</b>
17	81 - 85%	<b>12/23; 5/26</b>
18	86 - 90%	<b>1/13; 6/2</b>
19-20	91 - 100%	<b>1/20; 6/6</b>
		<b>Exams to be completed by 1/20 &amp; 6/6</b>
2 Week Extension	*Determined by Program Director & Program Mentor if a student is eligible *	<b>2/3; 6/23</b>

## PACING AND DEADLINES CONT.

A student who ***DOES NOT*** maintain a successful pace of completion will be subject to intervention by the program director or program mentor and may be put on a check in/check out procedure.. A student must bring their course completion percentage up to the target % (Edgenuity tracks and updates daily) and maintain it for two full weeks in order to be released from the check in/check out procedure.

**After weeks 20 and 40, if a student has completed at least 50% of their course and is passing (60% or higher overall score),** then that student may have 2 additional calendar weeks to complete the course(s) and take the final exams. No late credits will be entered for a course after the two week extension has closed. **The June extension deadline must be met prior to the June Bloomingdale Board of Education Meeting.**

If a student does not meet the deadlines and expectations to earn credit in a course, then a final grade of NCI (No Credit/Incomplete) will be issued and the course will have to be retaken in **Credit Recovery Status**, for the student to complete off schedule, on their own time.

## CREDIT INFORMATION - Graduation

STRIVE Academy rewards credits based on quality of work and progress toward completion in a course. A 0.5 credit will be earned for each online high school course completed, based on the success criteria outlined in the **Grading and Pacing and Deadlines** information above.

Graduation Credit Requirements – A minimum of 18 credits under the [Michigan Merit Curriculum](#). Credits must be earned in the following subjects and quantities shown below. The Foreign Language and Fine Art credits include only a few examples of classes offered.

English	4 Credits	English 9, 10, 11, and 12
Math	4 Credits	Algebra I, Algebra II, Geometry, and Personal Finance
Science	3 Credits	Biology, Chemistry, 3 <sup>rd</sup> H.S. Science
Social Studies	3 Credits	World History, US History, Economics (.5), US Government (.5)
Physical Education	½ Credit	Fitness
Health	½ Credit	Health
Foreign Language	2 Credits	Spanish I and II
Fine Art	<u>1 Credit</u>	Band, Marching Band, Art I, Painting, Computer Graphics, etc.
<b>Total: 18 Credits</b>		

Student grade levels will be determined on the following credit totals:

Freshman:	0 – 4.49 Credits
Sophomore:	4.5 – 8.99 Credits
Junior:	9 – 13.49 Credits
Senior:	13.5 – 18 Credits

## EDUCATIONAL DEVELOPMENT PLAN (EDP)

All STRIVE Students will have an accurate and up-to-date Educational Development Plan (EDP) that is kept on file in the guidance office. The purpose of the EDP is to help students take ownership of their high school education by having a hand in the planning and scheduling of all educational needs. The EDP is created for students in the middle school grades and is carried through until high school graduation. The EDP is updated annually and is required by the State of Michigan to be maintained accurately. It must be in the best interest of the student's educational needs to transition into the STRIVE Academy.

## HONOR ROLL

An honor roll is created at the end of each grading term. The Honor Roll has three categories:

- Highest Honors - Students having all A's in all classes.
- High Honors - Students A's and A-'s in all classes.
- Honors - Students having all B-'s or higher in all classes.

## ORIENTATION PROCESS AND PROBATIONARY PERIOD

Students have the opportunity to tour the building, meet the teaching staff, and make scheduling requests prior to the school year beginning. An open house is held in the last week of August for all students in grades 6-12. New enrollees can complete the required paperwork at this time.

STRIVE students **DO NOT** have a probationary period. However, it is common practice to give new students a chance to learn the program and behavior expectations. If STRIVE students are not keeping up their course pacing, attendance, or communication requirements, they will be considered for truancy and eventual removal from the STRIVE program.

## ACADEMIC INTEGRITY (CHEATING, PLAGIARISM)

A student shall not engage in any form of academic dishonesty while enrolled in the STRIVE Academy. Academic dishonesty includes, but is not limited to the following: cheating, plagiarizing another's work, copy and pasting answers directly from any online search engine, allowing someone else to complete your online course work, etc. Students that engage in such an act will be given an opportunity to re-submit the assignment with their work. If such an act happens again, the student will be given a zero for that assignment and will be required to attend a meeting with the program director and his / her parents/guardians to discuss his / her actions as well as to come up with an action plan to prevent the behavior in the future.

## PROGRESS REPORTS AND REPORT CARDS

Progress reports are issued at the midway-points of semester one and semester two. Report cards are issued at the conclusion of a semester and report the final data for students in a grading term.

STRIVE student progress can be monitored 24/7 in **Edgenuity**. All students are held accountable to be aware of all individual progress and completion percentages of their online classes. The program director, program mentor, and teachers of record all have the capability to support students in reviewing this information as needed.

## INSTRUCTIONAL MATERIALS

STRIVE students will be provided access to a full sized computer lab during regular school hours and days, in order to complete their online courses. The standard equipment students may choose to provide for themselves are headphones or earbuds (non-blu-tooth), notebooks and writing utensils for note taking. All online courses have the capability for electronic note taking (e-Notes) which may also be utilized as a resource on student quizzes, tests, and final exams.

Students who take seated classes with face-to-face instruction will need to provide their own materials for those courses, and will be held accountable for any of those materials that are not returned at the appropriate time.

## TESTING OUT OF A COURSE

STRIVE students may request to “test out” of an offered online course at the two identified “test out” dates set forth by the district or by submitting a request to the program director, program mentor, or guidance counselor. In order to test out of an online course:

- The student must submit the request in writing using the correct Form 5460B F1 provided by the office to the program director, program mentor, or guidance counselor at least 1-week prior to the start of the class or classes.
  - **Semester 1 Test Out Date(s)**
    - Week of 9/5-9
  - **Semester 2 Test Out Date(s)**
    - December = Week of 1/23-27
- The request must be approved by the guidance counselor;
- The student will follow all test-out procedures set forth by the guidance office;
- The student **may not** have previously completed the course.

If the student successfully meets the test out criteria, they will automatically receive credit for the course and will **NOT** have to complete it online or in the classroom.

## VAN BUREN COUNTY TECHNOLOGY CENTER

During their junior and senior years of high school, students are eligible to attend the [Technology Center](#) in Lawrence, Michigan. In order to be eligible for the Tech Center, students must be on track to graduate. This means that students must have passed / earned credit in all of their classes their freshman and sophomore years.

Transportation is provided by Bloomingdale High School, both to and from the Technology Center. The programs available can be reviewed at <https://www.vbisd.org/domain/87>.

## DUAL ENROLLMENT

During junior and senior year, students with satisfactory academic standing and who have demonstrated good attendance are eligible to attend college courses offered through Lake Michigan College and Kalamazoo Valley Community College. Students must attain a qualifying score on the PLAN or Accuplacer test to be eligible for participation in dual enrollment. Tuition and textbook costs are covered by the school, however, transportation to classes is the responsibility of the student and the student’s family. ***Any course not completed due to late withdrawal or a failing grade will require the full reimbursement to the school by the student and/or the student’s family.*** Students interested in dual enrollment should inquire with the Strive Director or the Guidance Counselor.

## LEARNING ENVIRONMENTS

### EMERGENCY PROCEDURES

***Students are not to be using cell phones to communicate information out of the school during any emergency procedure, be it a drill or real events. STRIVE Academy, BMHS, and BPS will make every appropriate communication as needed to parents and community members in the event of an actual emergency.***

## **EMERGENCY PROCEDURES CONT.**

**Fire Evacuation** - Move out of the building via the identified route:

1. Move as an organized group and keep in line. Follow all teacher/staff instructions.
2. Do not do anything that will create excessive noise or commotion.
3. The first person to reach the outside door will hold the door open for the others.

### Once outside:

1. Move a minimum of 150 feet away from the building in the indicated direction by the program mentor. Do not block the fire lane.
2. Remain in orderly class groups with your instructor. Remain quiet to allow for attendance to be taken.
3. Stay outside until signaled to come in. The bell will ring 3 times to indicate you are to return to your classroom.

**WARNING: Pulling a fire alarm when there is no fire is a crime and is punishable in court as well as through school disciplinary procedures. Pulling a fire alarm when there is no fire is a misdemeanor punishable by up to a \$500 fine and 90 days in jail. In addition to the legal penalties, the student will be suspended from school.**

**Tornado Emergency** - Tornado Safety Procedures:

TORNADO WATCH means that weather conditions are capable of developing a tornado. Students and classes will remain in session during a tornado watch.

TORNADO WARNING means that a tornado has been sighted in the immediate area. Students and staff will be moved to a shelter area. After being informed by way of an announcement teachers will move students to designated areas. Assume a position on the floor close to the walls away from the outside windows. Face away from the windows. Bend over so that your face is not exposed to the possibility of flying debris. If possible, hold a book over your head. Remain quiet to allow the sharing of pertinent information from teachers and staff.

**Lock Down Emergency** - "Lock down" is a serious term and it implies there is an imminent threat to one or more of our students, or staff members inside and/or outside the building. There are various levels of lock down, however, all are equally serious and it is important for all students to follow their instructor's directions exactly how they are given.

1. An audio announcement will be made to go into lock down, and at what level.
2. Students must move to proper safe locations; an area away from windows or classroom with no windows; under furniture and out of sight to any windows; coat closets with closing doors; etc.
3. LOCK ALL DOORS AND WINDOWS from the inside.
4. Remain absolutely silent as you remain hidden in safety. Do not make any type of phone call or text message.
5. If you are in a public area of the school when a lock down is initiated, move quickly to the nearest safe spot and secure yourself inside. This does NOT mean return to your classroom, unless that happens to be the closest safe spot to you at that moment.
6. Remain in lock down status until the All Clear is given. Your instructor will tell you when it is ok to move around.

## **SCHOOL PROPERTY**

### Chromebooks

Chromebooks are available and can be assigned to students.

### Classroom/Lab

Mentors and students are responsible for the appearance and cleanliness of on-site labs. There will be no writing on or defacing desktops, walls, furniture or technology equipment. The room will be neat and orderly. Chairs will be used for sitting and not as footstools. Theatre chairs are for sitting and working, and not for sleeping. Improper use may be subject to disciplinary action.

### School Phones

There are two phones in STRIVE which students may request access to use, or to have a phone call made on their behalf. Students needing to contact parents/guardians may do so using these phones. Cell phones are against school policy and should not be used by students during class time.

### **TECHNOLOGY GUIDELINES**

See Acceptable Use Agreement (*appendix II*). Students must follow all components of the signed agreement. Students are responsible for the proper use of all computers / chromebooks and related equipment both at school and while at home. Computer hardware and programs should not be modified, abused or destroyed. Any technology problems should be reported immediately to Mrs. Meloche or Mr. Livock. Issues with Chromebooks and Verizon hotspot devices should be reported to Mrs. Meloche or Mr. Livock. Issues with lab computers, Chromebases or Chromebooks need to be reported immediately to Mrs. Meloche or the Program Mentor. Students will not place inappropriate material or do an online search of any inappropriate material on any computer, printer, or other school owned equipment / device. A school staff member must supervise students when using any school owned device while in the lab and/or STRIVE classroom.

Plagiarism is strictly prohibited (*see Academic Integrity policy*). Illegal activities, such as copyright violations while using school resources are prohibited. Students must have a signed *Acceptable Use Agreement* on file prior to entering the STRIVE Academy program.

## **STUDENT / FAMILY INVOLVEMENT**

### **ATHLETICS**

Students in the STRIVE Academy will be allowed to participate in athletics and extracurricular activities offered by Bloomingdale Middle and High School. Students will have to meet the same academic / behavioral eligibility requirements as outlined in the athletic handbook or as presented by the director / coach of the extracurricular activity.

### **COMMENCEMENT/GRADUATION**

Commencement is the graduation exercise for students who have completed their educational program. There will be no Valedictorian, Salutatorian, or Class President selected from those graduating from the STRIVE Academy. STRIVE students that have fulfilled all requirements towards graduation may participate in the STRIVE commencement ceremony in May. Participation in the ceremony is NOT mandatory.

Also, any STRIVE student that fulfills the requirements prior to the May ceremony OR during the first semester, may elect to receive their diploma at a designated Bloomingdale Public Schools Board of Education monthly meeting, instead of waiting until the May graduation ceremony.

Graduating students may borrow a cap and gown, on a first-come-first-served basis. Otherwise, caps, gowns, and tassels may be purchased individually through the same memorabilia provider that BMS/HS uses - [Iosten's](#).

### **FAMILY ENGAGEMENT**

STRIVE Academy strongly encourages the involvement of families in their student's educational process. It is recognized that the success rate of students is greatly increased when families participate in school programs and activities. For more information concerning family engagement activities and events, please refer to the Bloomingdale Middle and High School school calendar or visit the school's facebook page and / or [website](#) for the most current information. You can also download the Bloomingdale Public Schools APP for your mobile device.

## **FAMILY RESPONSIBILITIES**

The student's family has the responsibility to:

- Cultivate respect in their student(s) for lawful procedures and the rights of others.
- Ensure student punctuality and regular school attendance.
- Participate and respond to school communications when applicable
- Work with school personnel and partner agencies dealing with school matters.
- Maintain open communications with their student(s) about their education.
- Investigate student concerns about their education.
- Respect the feelings and ideas of school personnel and students.
- Provide for the student's basic needs of health, personal cleanliness and appropriate dress.

Parents/guardians will be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the Director's office. The administration shall be responsible for documenting any action of suspension or expulsion as well as efforts to resolve said issues.

## **PARENT-MENTOR CONFERENCES**

Parent-Mentor conferences will be scheduled two times per year in concurrence with BMS/HS parent-teacher conferences. These conferences are an attempt to enhance communications between the home and the school. All parents/guardians are asked to attend conferences on the conference date. If for any reason a parent/guardian can not make the assigned date, the mentor teacher will reach out to schedule an alternate date and time to meet.

## **PROM**

STRIVE students are allowed to participate in prom. Students must be in good standing and on pace in all of their assigned courses 2 weeks prior to prom. Students are encouraged to ask the program mentor or director of their status prior to purchasing prom tickets.

## **EXPECTATIONS AND PROCEDURES**

### **AGE OF MAJORITY**

Upon reaching eighteen years of age, a student may have access to his / her own school records, receive school mailings, receive his / her own report card and write notes for attendance purposes. ***A student may establish age of majority status by completing the proper form and submitting it to the office with a parent signature.*** Information regarding an age of majority student may still be provided to the student's parents as long as he / she is a dependent.

Please be aware that all school rules apply equally to all students. Students are not allowed to come and go at will. Leaving school will be permitted only in an emergency and only with administrative approval. The only condition under which a student is totally responsible for all of his/her own matters is if he/she is an age of majority student who is not a dependent. This occurs when a student provides all of his/her own support and the parents/guardians do not claim any deduction for the student on income tax returns.

### **CLOSED CAMPUS FACILITY**

Students are not permitted to leave the school grounds at any time without the specific permission of an administrator. Students who ride the bus may not leave campus prior to the start of the school day. Students who ride the Tech Center bus may not leave campus prior to the start of the school day.

## DISCIPLINE POLICY

The Bloomingdale STRIVE Academy follows the same discipline policy as the Bloomingdale Middle and High School. To request a copy of the *Discipline Policy*, please contact the program mentor and / or program director, or you can access the student handbook on the [Bloomingdale Middle and High School website](#), click on *Student Handbook* at the top of the page.

## DRESS CODE

The dress and grooming exhibited by students of the STRIVE Academy will be the responsibility of the student and parent/guardian of the student. However, a student shall not dress or groom in a manner which, in the judgement of the program mentor or program director, is unsafe to the student or others or disruptive to the educational process. The school reserves the right to take appropriate action with any student whose dress and appearance pose potential danger to health, safety and welfare, or whose dress and appearance interfere with the orderly operation of the school and/or education process. Student dress must be in good taste. Shirts and shoes must be worn at all times during school and at school sponsored activities.

STRIVE Academy students are still Bloomingdale Public School students and therefore are expected to follow the Bloomingdale Middle and High School dress code. To access a copy of the student dress code, please visit the [Bloomingdale Middle and High School website](#), click on ***Student Handbook*** at the top of the page and search for dress code.

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, etc...) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines.

Rules for dress and grooming will be in effect at all school-sponsored functions unless otherwise approved by the administration. Students in violation of the dress code will not be allowed to attend classes or other functions unless otherwise approved.

## DRIVING PRIVILEGES

Since the school operates a bus system, it is not necessary for a student to drive a car to school. If a student needs to drive to school, he/she must fill out a registration form in the office and have a valid parking pass hanging from the rear view mirror. The following rules apply to driving to school:

1. No student may drive a motor vehicle of any kind to school without parents first making a written request by means of the appropriate form.
2. Students who drive to school are giving permission to have their cars searched if there is reasonable suspicion. Please note point 4 on the driving permission slip.
3. No lunch hour driving or riding will be permitted.
4. No sitting in cars parked on school property or standing by cars parked on school property during the school day will be permitted.
5. Students receiving permits to drive must park their cars on school grounds in the parking lot designated for student vehicles. Cars must be parked appropriately, with one vehicle occupying only one parking space. Cars are not to be entered or moved until school is dismissed or a student's campus schedule is completed.
6. Students who have permission to drive are to drive in a safe and lawful manner at all times. Violation of this rule may result in a loss of driving privileges for up to a semester for a first offense. Further violations could result in a loss of driving privileges for up to one year.
7. Students must fill out a daily permission form (a day in advance) for driving to Technical Center. This form must be signed by the parent/guardian and administration of the Technical Center and Bloomingdale Middle and High School. A student will only be allowed to drive to the Technical Center in situations that he/she needs to drive for work related instances, medical appointments, or to have the car there for meeting the needs of the class at the Tech Center. **Students who have been given permission to drive to the Tech Center may not have riders.**



## **DRIVING PRIVILEGES CONT.**

Violation of these rules will result in drivers and/or passengers being disciplined as stated in the general discipline section of the handbook and may result in revocation of all driving privileges and exclusion from attending the Technical Center. A referral may be made to law enforcement in safety situations.

## **HEALTH MATTERS**

Every accident in the school building, on the school grounds, at practice sessions, at any athletic event sponsored by the school, or on school buses must be reported immediately to the person in charge. If a student is injured, he/she must turn in a written report to the administration. The Bloomingdale Public Schools has purchased a supplemental coverage insurance policy. Briefly stated, this means that costs incurred due to a school-related accident must first be submitted to the student's family or group insurance policy carrier. The amount not paid by the insurance carrier may then be submitted to the carrier of this secondary coverage. A form will be made available upon request from the office.

If a student has a recurring medical condition, he/she should provide the school with a form from a family doctor and parents, identifying the problem and what needs to be done in the event of an emergency. It is very important that the school has a phone number (either/both home and work) that could be used in the event of a medical emergency.

Should a child be injured, the district will make every effort to contact the parents for instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, arrangements will be made by the school to take the child to a doctor or hospital for treatment. *This action on the part of the school does not obligate the school to assume financial responsibility for the treatment of the child.*

Students who become ill during the school day must report to the office. If a student is too ill to report back to class, parents will be contacted and expected to arrange transportation home.

Students should never leave the building without the permission of the program director. Students may be sent home if the office is able to obtain parental approval.

Students who do not furnish an up-to-date immunization record will not be permitted to attend school.

If a student needs to take medications, the parent or guardian should bring the first dosage to the office and fill out the appropriate medical form. All medicines to be dispensed to the students should be in the original prescription container with the pharmacist's label on the front.

## **MEDICATION PROCEDURES**

Parents should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours. If it is determined that medication should be administered during school hours, the **Medication Request and Authorization Form** must be completed and filed with the Director before the student will be allowed to begin taking medication during school hours.

This form must be completed, signed and submitted on an annual basis. Only medication in its original container labeled with the student's name and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

All medications to be administered during school hours must be registered with the Director. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parent request. Medication may **NOT** be transported by the student, except in the case of prescriptions for emergency medications for allergies or other reactions, or inhalers for asthma with proper authorization.

Upon receipt of the medication, the Director shall verify the amount of medication brought to the school and indicate the amount on the Student Medication Log Sheet. All medication shall be kept in a locked storage case in the school office. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of the school year.

## **MEDICATION PROCEDURES CONT.**

### ***Prescription Medications:***

Prescription medications must be in their original container labeled with the date, the student's name, and exact dosage.

Asthma Inhalers, Epi-pens, or Prescribed Emergency Medications - Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent the onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity if the following conditions are met:

1. The **Authorization for the Possession and Use of Asthma Inhalers, Epi-pen, or Prescribed Emergency Medication Form** has been completed and signed by the student's physician and parent/guardian.

2. The Authorization form has been filed with the Principal.

The Authorization for the Possession and Use of Asthma Inhalers, Epi-pen, or Prescribed Emergency Medication Form shall be completed and signed by a physician and the parents authorizing the student to use prescribed emergency medication or Epi-pen where the student has been diagnosed as subject to severe allergic reaction.

### ***Nonprescription (Over-the-Counter) Medications***

A student in grades 9 through 12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete the **Authorization for Non-prescribed Medication and Treatment Form** and file it with the Principal.

## **LOST OR STOLEN ITEMS**

All lost and found articles are turned into the office. Lost items should be reported to the office at once. Found items will be held for a reasonable length of time. After this, they will be given to Goodwill or disposed of at the discretion of the administration. It is a good idea to check Lost and Found right after losing an item, then check again about three or four days later. The school district is not responsible for any lost or stolen items.

## **PERSONAL ELECTRONIC DEVICES (PEDs)**

It is the strong recommendation of Bloomington Public Schools that students and parents carefully weigh the choice of whether or not to allow your child to bring personal electronic devices including cell phones, laptops, I-watches, music players, cameras, and other electronic devices to school. All electronic devices can be disruptive to the learning environment, often create discipline problems, and are all too frequently damaged, lost, or stolen.

STRIVE Academy students will already be accessing the majority of their course work online. By adding in another electronic device, they will be even more distracted from their academic work and progress toward completing their classes. It is the Director and Mentor's recommendation that students place their personal device inside the electronic pouch that will be kept with the Mentor until the student's scheduled breaks or end of the school day. If the program mentor or director feels that a student's personal device is too much of a distraction for them, they will be asked to surrender it for the remainder of the school day. If this becomes a habit for a student, the program director will call home and schedule a meeting with the student's parents / guardians to discuss an alternative, such as turning the phone in at the beginning of the school day, returning it for lunch, collecting it after lunch, and then returning at the end of the day etc.

Students are allowed to bring cellphones to school for before or after school use only. However, all cell phones must remain with power off and out of sight between 8:00 - 3:00, except during their designated breaks and lunch time.

***Under no circumstance should any PED be used to photograph or film other students or staff members without their consent.***

## **PERSONAL ELECTRONIC DEVICES (PEDs) CONT.**

We ask parents to please not call/text your student on their cell phone during the school day. Parents can call the school office who can then get a message to your student as needed.. Also, there are 2 phones available to students in the STRIVE Academy which they can use to make a phone call if needed.

If students choose not to follow this policy their cell phone or device will be kept in the office. If a cell phone is taken, it will only be released to a parent or guardian. Bloomingdale Public School and staff are not liable for any lost or stolen PED that has been brought to school at any time.

**Refusal to surrender your phone when asked by the program mentor or director is considered insubordinate. Insubordination may result in disciplinary consequences, including suspension. Parents will be contacted.**

## **RESPECT OF SCHOOL PERSONNEL**

All STRIVE students shall comply with all STRIVE Academy policies, district policies and/or instructions as well as directions of district employees, volunteers or persons acting in a chaperone or supervisory capacity. Students who persistently violate school policy may receive disciplinary action.

## **SCHOOL COMMUNICATIONS**

The STRIVE Academy director will make weekly Friday phone calls to all enrolled students' families. These weekly phone calls shall include but are not limited to, where students should be completion wise in each of their courses, an update on the happenings of the week, as well as any upcoming events. The director will also communicate via our STRIVE Academy website as well as personally via either email, phone call or text message to communicate pertinent information to families to keep them informed.

## **SIGN OUT POLICY**

### *Leaving School During the Day*

Students will be allowed to leave the school during normal school hours **only** under the following conditions:

1. Pre-Excused: The student's parent may send a signed note requesting that the student be excused at a particular time.
2. Student Checkout: If a student must leave the campus because of illness or other emergency, he/she must report to the office and sign out before leaving only with parent/guardian consent. Failure to follow the proper procedure will be considered truant, and the appropriate discipline rules will be applied. Students will not be released from school without parental permission.

## **TRESPASSING**

Students are not to be in the building after school hours without supervision by a teacher or other responsible adult. While it is true that the school is a public building, it is only open to people who have business here. People who have no business being here are trespassing. The building will be locked at 3:30 PM every school day. Students must have their books, materials, etc. as they will not be allowed to enter the school after 3:30 PM.

## **VISITORS**

Students are NOT to invite students from other schools, friends or relatives to visit during the school day. Visitors will not be allowed at Bloomingdale STRIVE Academy.

Parents and other adult visitors must first report to the office and obtain a visitors' pass before visiting the STRIVE classroom.

## **WITHDRAWAL FROM SCHOOL**

Prior to withdrawing from school, students must complete a withdrawal form supplied by the office. Students who withdraw and are failing a class will be given a grade of WF. Students who withdraw and are passing a class will be given the grade of WP in the class.

## **WORK PERMITS**

Employment certificates (work permits) will be issued only after the minor has furnished the following information:

1. *Offer of Employment:* This form is available in the Principal's office. It must be signed by the employer indicating the type of work and hours of employment.
2. *Evidence of age:* Present the Offer of Employment along with any one of the following to the Principal's office
  - a. Birth Certificate or signed statement of the recorded date and place of birth issued by a County Clerk.
  - b. Baptismal Record or Certificate showing date, place of birth and place of baptism.
  - c. Documentary evidence such as a driver's license.
  - d. Public Health Physicians Evidence of Age.

## DISTRICT POLICIES

### **Family Educational Rights and Privacy Act (FERPA) - Annual notice**

Dear Parent/Guardian: The Family Educational Rights and Privacy ACT (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law. Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record(s):

Nikki Meloche, STRIVE Academy Director  
(269) 521-3913 or nmeloche@bdalecards.org

You will be notified of the place and time which the record(s) may be available for review.

2. To request that a school correct records believed to be inaccurate or misleading, the request must be in writing and clearly specify; (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record(s):

Nikki Meloche, STRIVE Academy Director  
(269) 521-3913 or nmeloche@bdalecards.org

3. To control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; 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, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill a professional responsibility.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

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

## **Family Educational Rights and Privacy Act (FERPA) - DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. The school may release information designated as "Directory Information" without written consent unless you have advised the district to the contrary in accordance with district procedures.

The primary use of Directory Information by the district is to document student achievement and participation in district related programs and events. The following are some examples of how Directory Information may be used by the district; the annual yearbook, sports and fine arts programs, press releases, and postings to the district website. Student contact information is not posted on the district website. Directory Information can also be disclosed to outside organizations without written consent.

Examples of outside organizations include: schools a student is seeking to attend (transcript request), class ring manufacturers, state or federal authorities' evaluation programs or enforcing federal or state laws, and a court of law by order of subpoena.

The district is required, under the No Child Left Behind Act of 2001, to provide military recruiters, upon request, with three Directory Information categories - name, address, and telephone number - unless you have advised the district to the contrary in writing. Directory Information is generally not considered harmful or an invasion of privacy if it is released. The district has designated the following as Directory Information:

1. Bloomingdale School District Directory Information
2. Student Name, Dates of Attendance
3. Most Recent Educational Agency/Institution Attended
4. Address, Date, and Place of Birth, Degrees, Honors, and Awards Received
5. Telephone Number, Grade Level, Participation in District Sponsored Activities, and Athletics
6. Email Address, Photograph, Athletic Team Member's Weight, and Height

If you do not want the district to disclose directory information about your child without your prior written consent, you must indicate that during online registration by the end of the first week of school. You must do that separately for each child, and do that every year. Signing that form in the online registration process will exclude your child from all news articles, news photos, school and district newsletters, videos, yearbooks and/or memory books.

# **NOTICE OF NONDISCRIMINATION POLICY**

## **BLOOMINGDALE PUBLIC SCHOOLS BOARD OF EDUCATION GRIEVANCE PROCEDURE**

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

**TITLE IX OF THE EDUCATION amendments ACT OF 1972**

**TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

**AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 AGE DISCRIMINATION ACT OF 1975**

### **Section I - Right to Invoke Grievance Procedure:**

Any persons, including students, parents or employees, who believe that they have been unlawfully discriminated, harassed or retaliated against, denied equal opportunity or that the Bloomington Public Schools Area School District (District) or any part of the school organization has been unlawfully discriminated against or harassed, based upon a protected class as defined by (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination in Employment Act of 1967, (5) Title II of the Americans with Disabilities Act of 1990; and (6) Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance to:

Dr. Deanna Dobbins  
Civil Rights Coordinator  
PO Box 217  
Bloomington, Michigan 49026  
(269) 521-3900

If the Complaint is against the Civil Rights Coordinator, the Complaint may be filed with the Board of Education President.

### **Section II - Civil Rights Coordinator:**

The District's Civil Rights Coordinator is responsible for overseeing legal requirements of the laws identified in Section I and providing for proper, prompt and equitable administration of this grievance procedure. The Civil Rights Coordinator may be contacted through the District's Administration Offices: c/o Deanna Dobbins, Superintendent, 311 E. Willow Street, Bloomington, Michigan 49026.

### **Section III -Notice of Policy:**

Notice of the existence of this procedure will be provided on a regular basis to students, parents of students, and employees by placement of the procedure in student handbooks and the staff handbook, on the district's online website and in conspicuous locations in each building. The Civil Rights Coordinator will provide this procedure to any individual upon request, or upon the filing of a complaint under this procedure.

### **Section IV - Reporting and Investigative Requirements:**

Any person, including but not limited to students, parents and employees, may report allegations of unlawful discrimination on the basis of sex, race, color, national origin, disability and age, including harassment or retaliation, to the Civil Rights Coordinator even if the allegations may also raise criminal or other disciplinary concerns. In the event that any person makes such a report to an employee other than the Civil Rights Coordinator, the employee who received the report must inform the Civil Rights Coordinator of the report. The District, through the Civil Rights Coordinator will conduct an impartial investigation of any allegations that fall within the statutory/regulatory purview of the statutes and/or that assert that unlawful discrimination, harassment or retaliation has occurred, regardless of

## **NOTICE OF NONDISCRIMINATION POLICY CONT.**

any criminal investigation related to the same or similar grievance or complaint. An impartial investigation will include interviewing witnesses reasonably likely to have relevant information and provide the parties, including the complainant, with the opportunity to present witnesses, other evidence and review relevant records. Criminal investigations will not eliminate the need for an independent district investigation.

With respect to any discrimination, harassment and/or retaliation that the District knows or reasonably should know about, the District will take immediate action to eliminate it, prevent its recurrence and address its effects. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

### **Section V - Grievance Procedure Process:**

Any person, student, parent or employee, who believes a valid basis for a grievance exists may discuss the grievance informally with, or provide a complaint in writing to, the Civil Rights Coordinator. The grievance is to be promptly reported, generally within 30 calendar days. The Coordinator shall investigate the complaint and generally reply with an answer to the complainant within five (5) business days. Additional time may be necessary to conduct the investigation.

#### ***Step 1***

The complaint shall to the extent possible identify the nature of the complaint, the facts underlying the complaint, any witnesses, and the relief sought. If the investigation takes longer than five (5) business days, the Civil Rights Coordinator shall notify the complainant in writing within five (5) days, and shall furnish the complainant with the reason for the delay and an estimation of when the investigation will be completed. The Civil Rights Coordinator shall use a preponderance of the evidence standard to evaluate the evidence presented and obtained through his or her investigation. Following the conclusion of the investigation, the Civil Rights Coordinator shall make recommendations as to findings and remediation, if any, in writing, to the parties. The Civil Rights Coordinator will further inform the complainant of his or her appeal rights.

#### ***Step 2***

If the complainant remains unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Civil Rights Coordinator's response in Step 1.

In an attempt to resolve the grievance, the Board of Education or a Board committee shall meet with the concerned parties (should it be appropriate under the circumstances and should all parties so agree – for example, a victim of sexual harassment will not be required to meet with the alleged harasser), and/or their representative(s) within 15 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

### **Section VI - Remediation:**

The District will take steps to: 1) prevent the occurrence or reoccurrence of any unlawful discrimination, harassment or retaliation; 2) provide a safe and nondiscriminatory environment for students, parents, employees and applicants for employment; and 3) to the extent provided by law without impeding the investigation, protect the confidentiality of complainants, the accused and witnesses. To the extent reasonably practicable, the District will take reasonable, timely, age appropriate and effective action designed to remediate the effects of any unlawful discrimination on any complainant or others, to eliminate any hostile environment that has been created, and to prevent the recurrence of any unlawful discrimination, harassment or retaliation. Remediation may include, but is not limited to, student discipline, expulsion or exclusion, from school property. The District will also take steps to protect any complainant as necessary, including to the extent such steps must occur prior to the final outcome of the District's investigation.



## **NOTICE OF NONDISCRIMINATION POLICY CONT.**

### **Section VII - Protection Against Retaliation:**

This Policy and the laws in Section I prohibit retaliation against any individual who files a complaint or participates in an investigation pursuant to this procedure. Section IX - US Department of Education Contacts:

Anyone at any time may contact the U.S. Department of Education Office for Civil Rights to file a complaint, as well as for information or assistance at the following: U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2602; phone: (216) 522-4970; email: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov).

### **FEDERAL LAW COMPLIANCE**

Bloomington STRIVE Academy hereby agrees that it will comply with federal laws prohibiting discrimination and with all requirements imposed by the United States Department of Education. Bloomington Middle and High School does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, marital status, or disability in admission or access to, or treatment, or employment in any of its programs, activities, or policies. Any person having inquiries concerning the Bloomington Public Schools' compliance with the regulations implementing Title VI, Title IX, the A.D.A., Section 504, or Title II is directed to contact Dr. Deanna Dobbins, Superintendent 311 E. Willow St, Bloomington, MI. 49026. (269) 521-3900.

“Offering an alternative pathway to **SUCCESS!**”



# APPENDIX I

## 2022-2023 SCHOOL CALENDAR

August 22	Professional Development Day 8:00-3:00 (K-12)
August 23	Professional Development Day 8:00-3:00 (K-12); Open Houses (K-12) 5:30-7:00
August 24	Professional Development Day 8:00-3:00 (K-12)
August 25	First Day of School for students (half day - dismissal @ 11:10)
September 2	No School
September 5	No School - Labor Day
September 28	No School for students; Professional Development (K-12)
October 13	½ day for Students; Parent/Teacher Conferences 12:30-7:15 (K-12)
October 14	½ day for Students & Staff
October 26	Exams (full day) 1st quarter
October 27	Exams - ½ day for Students; PD for MSHS Staff
October 28	Exams - ½ day for Students; Staff records day
November 9	½ day for Students; PD for Staff
November 23-27	Thanksgiving Recess - No School
December 23-Jan.8	Christmas Break - No School
January 9	School Resumes
January 16	No School for Students; PD for Staff
January 18	Exams (full day) 2nd quarter
January 19	Exams (full day)
January 20	½ day for Students; Exams MS/HS; Records Day K-12; end of 1st Semester
January 23	2nd Semester Begins
February 1	½ day for Students; Professional Development K-12
February 27	Mid-Winter Break (Make-up snow day if needed)
March 8	½ day for Students; Parent/Teacher Conferences 12:30-7:15 (6-12)
March 22	Exams (full day) 3rd quarter
March 23	Exams (full day)

March 24	Exams; ½ day for Students; Staff records day
March 31	Spring Break - No School (Make-up snow day if needed)
April 3-10	Spring Break - No School (April 10 - make-up snow day if needed)
May 10	½ day for Students; PD for Staff
May 26	Last Day for Seniors
May 29	No School - Memorial Day
June 2	Exams (full day) 4th quarter / <b>GRADUATION</b>
June 5	Exams (full day)
June 6	Exams; ½ day for Students; Staff records day end of 2nd Semester; Last day of School for Students

## APPENDIX II

### COMPUTER NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the Internet by using their assigned Internet/email account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
- F. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)] Cyberbullying includes, but is not limited to the following:
  - 1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
  - 2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - 3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
  - 4. posting misleading or fake photographs of students on website;
  - 5. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
  - 6. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
  - 7. Students are expected to abide by the following generally-accepted rules of network etiquette
    - a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
    - b. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
    - c. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
    - d. Never agree to get together with someone you "meet" online without prior parent approval.
    - e. Check email frequently and delete e-mail promptly from the personal mail directory to avoid excessive use of the electronic mail disk space.

## COMPUTER NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY CONT.

- f. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
8. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
9. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building Principal, or Superintendent if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).
10. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
11. Downloading of information onto the Board's hard drives is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
12. Students must secure prior approval from a teacher or the Superintendent before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listserves."
13. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the Superintendent. All such authorized communications must comply with these guidelines.
14. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, email, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State

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or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

15. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damages a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
16. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
17. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school Principal or Superintendent immediately.

“Offering an alternative pathway to **SUCCESS!**”

