

Bloomingtondale Middle and High
School

2019-2020

Student Handbook
Grades 6-12

Encouraging all students to

Notice...Choose... & Act!

To Make a Difference...Make a
CHANGE!

Table of Contents	5
Mission Statement.....	5
INTRODUCTION	5
RIGHTS	5
STUDENT DAY SCHEDULE	6
GENERAL PROVISIONS	7
Advisory Period/ Intervention Period	7
Intervention Period	7
Arrival To School	7
Assemblies.....	7
ATTENDANCE POLICY.....	7
Excused Absences, Unexcused Absences, and Truancy	7
Make-up Work.....	7
Tardy Policy	7
NON-COUNTING ABSENCES	8
Absence Procedures for Students and Parents	8
Leaving School During the Day	8
BICYCLES	8
BREAKFAST	8
BUS PRIVILEGES	8
BUS REGULATIONS.....	8
Basic Rules For Bus Stop Conduct	9
Basic Rules For Bus Riding Safety.....	9
CAFETERIA AND SCHOOL MEAL INFORMATION	10
CELL PHONES.....	10
CHAIN OF RESPONSIBILITY	11
CLOSED CAMPUS.....	11
COLLEGE INFORMATION	11
COMMUNITY SERVICE	11
Notice for Parents/Guardians.....	11
COMPUTER NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY	11
DRESS CODE AND STUDENT APPEARANCE	13
BACKPACKS.....	13
DRIVING PRIVILEGES	13
EMERGENCY PROCEDURES	13
Fire Evacuation Procedure.....	13
Tornado Safety Procedures	13
FOREIGN EXCHANGE STUDENTS.....	14
TESTING OUT	14
GRADUATION	14
Grade Point Average and Academic Honors.....	14
Minimum Credit Requirements By Course/Department	14
Additional Requirement For Graduation.....	15
HONOR ROLL	15
NATIONAL HONOR SOCIETY	15

Credit Recovery.....	16
Participation in Graduation Ceremony.....	16
GUIDANCE AND COUNSELING.....	16
HALL CONDUCT.....	16
HEALTH MATTERS.....	16
INCLEMENT WEATHER.....	17
LIBRARY/COMPUTER LAB	17
LOCKERS.....	17
LOST AND FOUND.....	17
MEDICATIONS.....	18
Prescription Medications	18
Asthma Inhalers, Epi-pens, or Prescribed Emergency Medications.....	18
Nonprescription (Over-the-Counter) Medications	18
MUSIC PLAYERS	18
OFFICE.....	18
PARENT COMMUNICATIONS.....	18
PARENT-TEACHER APPOINTMENTS	18
PARENT-TEACHER CONFERENCES	18
PROGRESS REPORTS.....	18
REPORT CARDS.....	18
Grades.....	19
RETAKING CLASSES.....	19
SCHEDULING OF CLASSES	19
SCHOLARSHIPS	19
STUDENT FEES, FREE EDUCATION AND STUDENT FINANCIAL RESPONSIBILITIES	19
Textbook Loan.....	19
Student Fees	19
TRESPASSING.....	19
VISITORS	19
WITHDRAWAL FROM SCHOOL.....	20
WORK PERMITS	20
Z.A.P. PROGRAM	20
DISCIPLINE POLICY	21
INTRODUCTION	21
DISCIPLINARY ACTIONS	24
Detention	24
School Cleanup.....	24
Suspension from Attending Extra-Curricular Events.....	24
Suspension from Participation in Extracurricular Activities	25
Loss of Driving Privileges	25
Legal Consequences	25
Restitution	25
Exclusion	25
Restorative Practices.....	25
DISCIPLINE AUTHORITY	25

SUSPENSION APPEALS PROCESS	25
Anti-Bullying/Harassment Policy	26
Cyberbullying - What Parents Can Do.....	27
BLOOMINGDALE STRIVE ACADEMY	27
Athletic Participation	27
Graduation	27
Minimum Credit Requirements By Course/Department	27
Additional Graduation Requirements	27
Participation.....	27
Students Working From Home	28
Van Buren Technology Center.....	28
Z.A.P. PROGRAM	28
Family educational rights and privacy act (FERPA) - Annual notice	28
COVID-19 Appendix 2020-2021	31

Mission Statement

The Mission of Bloomingdale Middle and High School is to develop critical thinkers who strengthen their communities through academic ability and character.

Bloomingdale Middle and High School
629 E. Kalamazoo Street
Bloomingdale, Michigan 49026

Principal's Office
Phone: 269-521-3910 Fax: 269-521-3915

Superintendent: Deb Paquette
Principal: Mary Spade
Assistant Principal: Nikki Meloche
Assistant Principal: Scott Pfeiffer
Curriculum Director/Technology Director: Tristan Livock

Regular Office Hours: Monday - Friday 7:30 am - 3:30 pm
Website: www.bdalecards.org

Attendance Office Guidance Office Athletic Office
(269) 521-3951 (269) 521-3918 (269) 521-3920

INTRODUCTION

This handbook has been written to explain most of the policies for the everyday operation of our school. Students should not assume that this handbook covers every possible event. Unforeseen situations or violations of proper conduct not covered by this handbook will generally be referred to the building administration for analysis and/or discipline. The administration has the right and responsibility to respond to these situations as they arise and address them accordingly. The rules, policies and activities of the school are subject to change during the school year. Bloomingdale Middle and High School is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community - including students, educators (including teachers, secretaries, cafeteria staff, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers - must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades 6-12) have a responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren)'s general health and welfare as much as possible.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Educators have a responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding, while following trauma-informed principles.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.
8. Participate in training and professional learning communities provided by the district that supports providing a positive culture and climate and promotes student learning.

RIGHTS

Students have a right to:

- Learn and study in a positive atmosphere for learning- one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal, or physical threats and abuse.
- Expect that school rules will be enforced in a consistent, fair, and reasonable manner.

- Discuss and receive assistance with educational concerns from the school staff. Receive a copy of the student handbook upon request or view it electronically.

Parents and guardians have a right to:

- Receive official reports of the student’s academic progress and attendance.
- Request and be granted conferences with teachers, Counselors, and administrators.
- Receive explanations from teachers about the student’s grades and disciplinary procedures.
- Read all school records pertaining to their student(s).

Age of Majority Rule

The student rules and regulations in this handbook will apply to all students unless a student may claim Age of Majority rights. Students who are eighteen years old, living alone and financially independent, may:

- Have the same privileges as parents in relation to access to their own personal records.
- Represent themselves during disciplinary conferences.
- Be in receipt of his or her report card
- Excuse themselves for absence from school.
- Eighteen year old students must meet with the Principal and provide evidence that he or she qualifies for the aforementioned privileges.

Rights to and limits on student freedom of expression

Student’s speech is protected by the First Amendment of the Constitution. Students have the right to express themselves openly on school premises about matter of social, political, and religious importance. However, school administration has the right to prohibit student expression if it causes a disruption of or interference with the orderly conduct of school activities. This includes some off-campus student speech. Off-campus student speech, including posts on blogs or social media, may come under the jurisdiction of the school when it promotes a material and substantial disruption of the educational process.

Rights to and limits on student privacy - Search and Seizure

Students may be subject to personal search and seizure under the following conditions:

1. If there is a reasonable suspicion for the school authorities to believe that a student may be or be in possession of something that is a threat to school safety.
2. Students may deny the request for personal search and seizure. Denial of such a request will result in detainment of the student while parents and police are notified. If necessary the matter could be turned over to the police, or a warrant for personal search and seizure may be requested.
3. Student lockers are school property and remain at all times under the control of the school: however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic inspection of lockers at any time without notice or student consent.
4. Students are permitted to park on school premises as a matter of privilege not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal and unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search and without a search warrant.

Students and law enforcement

Bloomington Middle & High School retains the right to use law enforcement officials as assistants in internal investigations. In these cases, law enforcement is acting as an agent of the school. Investigations such as these are not criminal investigations, and are not subject to the limitations imposed on law enforcement investigations. When Bloomington Middle & High School uses law enforcement specifically for criminal investigations, the legal limitations of those investigations apply. Parents or guardians are contacted and are requested to be present for the investigation process. Bloomington Middle & High School may refer criminal conduct to the authorities, and the authorities retain the right to arrest students in accordance with local, state, and federal law.

Video monitoring systems

A video monitoring system may be used on school busses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, the recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

STUDENT DAY SCHEDULE

High School		Middle School	
Period 1	8:00-8:55	Period 1	8:00-8:55
Period 2	9:00-9:55	Period 2	9:00-9:55
Period 3	10:00-10:55	Period 3	10:00-10:55
Lunch (9 th /10 th)	10:55-11:25	Period 4	11:00-11:55
Advisory 11 th /12 th	11:00-11:30	Lunch (8 th)	11:55-12:25
Lunch (11 th /12 th)	11:30-12:00	Advisory 6 th /7 th	12:30-1:00
Advisory 9 th /10 th	11:30-12:00	Lunch (6 th /7 th) Advisory 8 th	12:30-1:00 12:20-1:00
Period 4	12:05-1:00	Period 5	1:05-2:00
Period 5	1:05-2:00	Period 6	2:05-3:00
Period 6	2:05-3:00		
AM Tech Center Depart: 7:45AM	1st-3rd hours		
AM Tech Center Classes	8:15-10:45		
11:30-12:00 Lunch			
PM Tech Center Depart: 11:45	4th-6th (No Advisory)		
PM Tech Center Return: 3:00			

GENERAL PROVISIONS

Advisory Period/ Intervention Period

All students will be assigned to an Advisory period class which will meet on Monday and Friday for 30 minutes immediately before or immediately after their lunch period. First and foremost, Advisory is a mentoring opportunity between students and faculty. Using a discussion and relational approach to reach students in areas of ethics, education, goal setting, health and general life-application topics, Advisory is designed to help students mature over a four-year period. Additional components to the class will include the promotion of school spirit and community pride. Advisory will be a 0.5 credit class, with students earning 0.25 credit per semester. Students will receive credit (CR) for meeting the requirements of the course and no credit (NC) for failing to meet the course requirements.

Intervention Period

The intervention period will take place on Tuesdays-Thursdays during the regular scheduled advisory time. All students will be screened using the Delta Math screener to identify those at risk for potential mathematics difficulties and provide interventions to students identified as at risk. Instruction during the intervention will be explicit and systematic. This includes providing models of proficient problem solving, verbalization of thought processes, guided practice, corrective feedback and frequent cumulative review. Intervention materials will include opportunities for students to work with visual representations of mathematical ideas and interventionists will be proficient in the use of visual representations of mathematical ideas. Interventionists at all grade levels will devote about ten minutes in each session to building fluent retrieval of basic arithmetic facts. If a student meets the benchmarks in math, they will be placed in a non-intervention class during the intervention time.

Arrival To School

The building will be open to students 30 minutes before the start of the school day. Students who arrive late to school are to report directly to the main office for a pass. These students will be marked tardy unless previous arrangements have been made with the teachers or the administration.

Assemblies

There are two kinds of student assemblies: 1) for making noise (pep assemblies), and 2) for listening and remaining quiet (all other assemblies).

At all times behavior of the students should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include but not be limited to whistling, uncalled-for-clapping, boisterousness, and talking during a program.

ATTENDANCE POLICY

Board of Education policy requires the attendance of all students every day of the school year. Regular school attendance is important to each student as it affects his/her academic progress and development of attitudes and habits for later life. Absenteeism is one of the most frequent causes of poor academic achievement. The purpose of this policy is to provide attendance guidelines that maintain academic standards for earning course credits. Attendance will be calculated by semester. Good attendance habits are linked with success in school and earning credit in class. Good attendance is also an example of positive self-discipline, dependability, and punctuality. The combined number of excused and unexcused absences exceeds six (6) in one or more class periods, the student will be required to make up the time by attending two (2) after-school detentions (2 hours total). Additional detentions (2 hours) will be assigned each time the student accumulates 8, 9, or 10 absences in one or more classes. Failure to attend an assigned detention will result in the time being doubled (i.e., 2 hours becomes 4 hours). Failure to make up time will result in loss of credit in the classes in which the attendance requirements are not met. If a student is assigned an after school detention that he/she is unable to attend, then it is the student's responsibility to reschedule the time with the attendance secretary at least 24 hours before the scheduled time arrives.

Loss Of Credit Due To Excessive Absences

No student shall receive credit in a course in which the student has accumulated 10 or more absences.

Note: In prior years students were given the option to appeal a loss of credit due to absences. Loss of credit appeals are no longer accepted.

Excused Absences, Unexcused Absences, and Truancy

An absence will be considered an excused absence if a proper excuse note is submitted to the main office by the second day after the student returns to school (see "Absence Procedures" below). If a student is absent without an excuse by the parent/guardian or if the student leaves school or class without permission of the teacher or administrator in charge, it will be considered an unexcused absence and the student will be considered truant.

Make-up Work

All work missed due to absences, including suspensions, must be made up. Full credit is given for work done as the result of an absence provided that it is turned in accordance with the time frame indicated by the teacher's class policies. If a student is present in class on the day that an assignment is given, he/she is expected to turn in the completed assignment on the due date. If the student is absent on the due date, then the student must turn in the assignment on the day he/she returns to school. Failure to do so will result in the student being Zapped until the assignment is completed and turned in.

If a student is absent on the day that an assignment is given, then the student will have at least one day to complete the assignment upon his/her return to school before the assignment will be considered late. Teachers may allow additional days for the student to complete the work before the student is Zapped, but teachers are not required to allow this additional time. Note: If a student is absent for several days in a row, that student is only guaranteed one additional day to complete any assignments missed during the absence. Therefore, it is best for parents to obtain assignments that their children miss through the office or individual teachers in these cases during the absence so that the student can try to keep up from home.

Tardy Policy

Tardiness is defined as not being physically in the room when the bell stops ringing. There is a five minute passing time assigned between classes and applies to all students and all classes no matter the location of the classroom. Students are allowed three unexcused first-period tardies per semester when arriving late to school and will be sent to class upon arrival after checking in to the main office. (Note: this does not apply to students who are in the building on time in the morning and then are tardy to first period) Any tardy after the initial three will automatically be considered unexcused. Tardies due to appointments and documented by a pre-arranged absence notice are not included in this limit. A student who is tardy by more than fifteen minutes will be considered absent for the hour and will be assigned In-School-Suspension (ISS) for the hour. The student will not be considered tardy or absent if he/she has a signed pass from the Principal, Counselor, secretary, or another teacher.

A. Excused tardies will not be recorded and must be identified as such by a pass issued by a Principal, Counselor, secretary, or another teacher and can be given for reasons such as returning from a doctor's appointment, a meeting in the office, etc.

- B. Unexcused tardies are those which have not been verified or excused and may include extended bathroom visits, hanging out with friends by the lockers, wandering the halls, etc.

Any student arriving tardy in a classroom without a valid excuse will be assigned the following consequences:

1. A student who accumulates three (3) unexcused tardies in any one particular class will be assigned a one-hour after-school detention. If a student fails to report to after-school detention, an In-School Suspension will be assigned.
2. A 4th unexcused tardy in a particular class will result in In-School Suspension.
3. A 5th unexcused tardy in a particular class will result in Out-of School Suspension.
4. If subsequent unexcused tardies continue to occur, this will be considered persistent disobedience and a progressive and severe consequence will occur up to and including failure of the class and progressive out of school suspension.
5. If a student is driving to school and is frequently late for first hour, a driving suspension shall occur. Being on time is a life skill which all Bloomingdale students are expected to learn and follow.
6. If a student shows significant improvement in timeliness as demonstrated by three weeks of no additional tardies to the class in question, they will be subject to the most recent consequence rather than progressive consequences as stated above.
7. **Once a student has accumulated 11 absences for the school year, truancy procedures will be initiated through the Van Buren County Sheriff's office and juvenile court.**

NON-COUNTING ABSENCES

Non-counting absences are absences that do not count towards the allowable number of absences. Students must bring documentation of all absences to the attendance office when they return following the absences. Non-counting absences include:

1. A request by a medical doctor, in writing, indicating that the student should not attend school for an indicated period of time. The doctor's note must be submitted within 24 hours of the student's return to school. Any student who is admitted to the hospital shall be considered to be under a doctor's care while in the hospital.
2. Required or necessary school activities that cause the student to be absent from class.
3. Funeral for a friend or family member. Verification of attendance in the form of a prayer card, memory card, etc. may be required upon the student's return to school.
4. A required court appearance. Verification of the court appearance is required.
5. Any other educational opportunity approved by the Principal or Assistant Principal. This may include a family vacation, provided that the following requirements are met:
 - Prior to the absence, the student and a parent schedule a meeting with the Principal/Assistant Principal to discuss the educational value of the trip.
 - The student must complete all work missed as a result of the trip to the satisfaction of all his/her teachers.
 - It is the student's responsibility to make sure that all of the required information is documented and turned in to the attendance office. A form for documenting this information will be given to the student and discussed at the initial meeting with the student, parent, and Assistant Principal or Principal.
 - Once the administration is satisfied that all requirements and deadlines have been met, the absence will be exempted.

Absence Procedures for Students and Parents

1. The student should submit to the office a written excuse from the parent upon his/her return to school containing the following information: (1) the student's name, (2) The date of the absence, (3) the reason for the absence, and (4) the parent's signature.
2. After returning to school, the student is responsible for obtaining missed assignments from each of his/her teachers. Missed assignments and tests must be made up according to the timeline established by individual teacher's classroom policies.

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. 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.

BICYCLES

A bike rack is provided for students in front of the Middle School building. Bikes should not be parked on the walk, lawn or in the parking area. Bikes may not be ridden during school hours. Bikes should be locked to the bike rack. The school **IS NOT** responsible for lost or stolen bicycles.

BREAKFAST

A breakfast program will be offered this year. Students interested in having breakfast should report to the cafeteria immediately upon arrival to school. Students who are eating breakfast must plan accordingly in order to be in class by 8:00.

BUS PRIVILEGES

Changes from the normal bus transportation procedures must be cleared by the Principal's office through written communication from the student's parents in advance. Turn in written requests early in the school day.

BUS REGULATIONS

Bus transportation is a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations and promptly responds to the directions and requests of the bus driver. At the beginning of the school year, the transportation department will distribute bus rules and regulations to students. The discipline for inappropriate student behavior on the school bus will be determined by the transportation department and/or school administration. The discipline will be administered according to the rules and regulations of the transportation department and those set forth in the Bloomingdale Middle and High School Student Handbook. We have the responsibility to transport students safely to school. This requires the cooperation of parents, students, and the Transportation department in the following areas:

1. The stop is located according to State Law, Department of Education regulations and School policy.
2. The bus driver obeys all laws, regulations, and Board policy.
3. All parents must recognize and fulfill their responsibilities in properly instructing their children in the Basic Rules of conduct at the bus stop and on board the bus.
4. Taping devices are installed on buses to ensure the safety of passengers and the driver. The tapes will be used when available.

5. Most important, each student must recognize his/her responsibility to know and to obey all rules and procedures to help the driver and administration provide safe transportation for students. Students should understand all rules and regulations in regards to bus conduct and procedure. These regulations apply to all school sponsored activities.

Basic Rules For Bus Stop Conduct

1. Be on time and about ten minutes early. Plan ahead, get up early, and allow enough time to eat, get dressed, and be at the stop ten minutes early without hurrying. Michigan Law states the student should be visible from 200 yards to turn on flashing lights. Remember that other people are waiting, the driver cannot and will not wait for you.
2. Dress for the weather and the time of day. If the driver is late, your dress will allow you to be comfortable.
3. If you know you will not be riding the bus let the driver know this ahead of time.
4. If you are walking to the stop, walk facing traffic on the left-hand side of the road, single file as far from the edge of the road as possible.
5. Wait away from the edge of the road; a bus stop is no place to play. Help your friends; watch out for the younger children; they learn from watching you. Line up with little ones first.
6. Stand back from the road as the bus approaches. Let the bus come to a full stop, use the handrail and take steps one at a time.
7. Cross the road only after the bus has stopped completely, and the driver signals you. Cross at least 10 feet in front of the bus. NEVER cross in the back of the bus.
8. On the return trip home, you will be expected to use the jump seat. Upon departure you must be 10 feet from the bus, the driver will signal you across the road, you must be at least **60** feet into your yard when the bus leaves, do not stop at your mailbox or walk around until the bus is out of sight.

Basic Rules For Bus Riding Safety

1. Walk quickly to the seat assigned to you by the driver. Male and female riders will be assigned to opposite sides of the aisle. Sit facing forward with your feet on the floor and your books, etc. on your lap. Keep feet out of the aisle.
2. Do not open windows except with the driver's permission. Windows may only be opened half way down. Keep head, hands and arms inside the bus at all times.
3. Musical instruments must be held by the owner. Do not leave them at the front or emergency exit door.
4. Expect to sit three (3) in a seat when asked. All the buses, except for the Special Education bus, will seat up to 72 passengers when necessary.
5. Remain seated until the trip is over and the bus has come to a full stop. Enter or leave the bus only at the front except, in case of an emergency, or drill. Each bus route will conduct an emergency evacuation drill at least three times a school year. Students are to obey the directives of the driver and return to the bus when the driver indicates the drill is completed.
6. Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
7. Use classroom conduct. Be courteous. Use no obscene language or gestures. Do not shout at passing persons or vehicles or make unnecessary disturbing noises.
8. Help keep the bus clean. No eating food, including gum and candy, or drinking is permitted. Smoking is forbidden on the bus.
9. Fighting, pushing, shoving, shooting paper wads, throwing objects or other rowdiness will not be tolerated.
10. Report any damage you observe to the driver. Persons responsible for the damage to the exterior or interior of the bus will be responsible for payment and may be denied bus-riding privileges.
11. School bus transportation is a privilege, not a right.
12. On the return trip home students may be discharged other than at their regular stop only if permission is granted in writing on a signed bus permission slip from the office staff, providing that he/she has received a written request from a parent.
13. Request for a visitor to ride the bus must be handled in writing, as Rule 12, and prior to the date of riding the bus.
14. Students must ride the bus they are assigned to at all times unless they follow the procedure stated in rule 12.

BUS RIDING DISCIPLINE

Category I

1. Possession of weapons: No student is to have any weapons. The possession of a weapon in school or on the way to or from school will result in referral of the case to the police and suspension from school with referral to the Board of Education for permanent expulsion as required by law only for "dangerous weapons".
2. Use of Weapons: See #1 Possession of Weapons.
3. Injury to others with a weapon: See #1
4. Physical or verbal abuse of school bus driver. Loss of riding privileges up to 180 school days, and possible expulsion from school.
5. Gross Insubordination – requiring removal from the bus.

DISCIPLINARY ACTION: The transportation department and/or building administrators will determine the number of days of suspension within FIVE (5) working days. A meeting will be held at the request of the driver, parent(s), Principal, or building administrators

Category II

Swearing, Bullying, Substance Abuse, Theft, Fighting, Vandalism, Arson, Insubordination, Smoking, Harassment, Talking or Yelling at railroad crossings, and Throwing of any and all Objects.

DISCIPLINARY ACTION: May include up to 10 days suspension from riding privileges and possible school expulsion and or loss of riding privileges, up to 180 school days. The building Principal and/or Dean of Students will determine the number of days of suspension within TWO (2) working days. A meeting may be held at the request of the driver, parent(s), Principal or Dean of Students.

Category III

Small Incidences – Yelling, Standing, Moving to Another Seat

DISCIPLINARY ACTION:

1st Slip – Call home from Transportation Department

2nd Slip – One (1) day suspension from riding starting with the day after the slip is issued. The signed slip must be returned to the driver after one (1) day off the bus.

3rd Slip – Up to five (5) days suspension from riding privileges. The number of days of suspension will be determined by the building Principal and/or Assistant Principal within two (2) working days from when he or she received the slip. A meeting may be held at the request of the driver, parent(s), or Principal.

4th Slip – May include up to TEN (10) school days suspension from riding starting with the next day after the slip is issued, or other consequence as determined by the Principal or Dean of Students. A conference must be held with student, parent(s), bus driver, Principal and/or the Dean of Students.

5th Slip – May include up to 92 school days suspension from riding starting with the next day after the slip is issued, or other consequence as determined by the Principal or Dean of Students. A conference must be held with student, parent(s), bus driver, Principal and/or the Dean of Students.

All discipline slips that are not served out completely by the end of the school year, will be fulfilled in the following school year.

CAFETERIA AND SCHOOL MEAL INFORMATION

The school cafeteria has a breakfast and lunch program. The cafeteria uses a computerized accounting system and each student has an individual account. Students must only use their own accounts. Never give out your individual account number or card to anyone else. Each student will receive a new lunch card at the beginning of the year. See the food service director if you did not receive one, or to report any lost or stolen cards. There will be a charge of \$1.50 for any additional lunch cards. Bring your lunch card to the cafeteria, every meal. Memorize your number. Do not share your private information. All transactions on your account are calculated automatically. Money can be deposited on your account for your use only. A note from a parent must be turned in to the food service director for permission to give any cash back to a student off their account, once it is deposited. All students must have money on their accounts or pay at the time of service. One meal can be charged if no money is available. If not paid, no further credit will be allowed. There is no credit for an ala Carte item. If at any time your account or its balance shows any discrepancies it is your responsibility to see the food service director. She will assist you in obtaining information on your account.

All students should have an application for school meals on file, even if you are not interested in receiving benefits for free or reduced meals. You may pick up an application from the office secretary or from the food service department. A new family application needs to be submitted each year. A family application should include all students in the district. This should be the only application necessary. Foster students need a separate application. Please see the food service director for any information or assistance in completing the application. If interested in receiving benefits please complete the application as instructed. If only completing application for the purpose of additional funding made available to this school district, please complete section 2 and 4. All information is kept confidential. Thank you for your time in this process.

A breakfast meal is provided daily to all students free of charge. A la Carte items are also available. Explanations of how to compile a meal are posted in the kitchen service line.

One lunch meal is provided daily to all students free of charge. A la Carte items are also available. There are several different ways to build a meal in 6 different serving lines. A lunch meal must consist of at least 3 different components to meet the requirements for a meal. For example: one piece of pizza (bread and meat), banana (fruit), baby carrots (vegetable) and milk (dairy). This would be a full meal with 5 components. If you only wanted the pizza and milk, you would have enough components to meet the requirements for a meal. Please see the food service director if you have any questions, concerning all possible ways of creating a qualified meal.

Students may only purchase snacks before school, after school and during lunch. Open beverage containers (pop, juice, sports drinks, etc.) and open snack containers are not allowed anywhere in the building except for the cafeteria. Water bottles may be allowed in classrooms at teacher discretion.

Because of the large numbers of students who use our cafeteria, certain rules are made to give each student a pleasant and sanitary place to eat. The following rules apply:

1. Students will proceed to lunch in an orderly fashion. Running or shoving will not be tolerated.
2. There will be multiple lines. No cutting in line will be permitted. Students are expected to conduct themselves in an orderly fashion.
3. Each student is responsible for keeping the cafeteria clean. Report spills immediately. Students will be expected to help with the clean-up.
4. Cafeteria supervisors are to be obeyed and treated with courtesy. If students disagree with a direction given by a supervisor, don't argue. Complete the task and then talk to the supervisor or the administration about the problem. There is no excuse for back talk.
5. After eating, students should dispose of all paper in the barrels provided. Students are responsible for taking care of trays or sack lunches.
6. Students should not bring books, notebooks, etc. to the cafeteria unless they will be using them to do class assignments during the lunchtime activity period.
7. Use lockers only during the first five minutes of lunch.
8. No lunch food or beverage items are allowed outside of the cafeteria area.
9. No glass bottles are allowed in the building at any time.
10. The throwing or misuse of food is not permitted.

Wandering and loitering in the hallways is not permitted. Food and beverages may not be taken into classrooms or the library during the school day. Open beverage cans or bottles are not allowed in the halls or lockers. Violation of these rules could result in vending machines being turned off at all times.

The bathroom is not intended to be used as a gathering place.

There are classes in session during the lunch hour. Students may use their lockers the first five minutes of lunch break.

In the interests of student safety and minimizing disruption to the school environment, students are not permitted to have food delivered for breakfast or lunch or bring in outside fast food if they are arriving to school late, due to tardiness, an appointment, or their participation in an off-campus class. If a student arranges to have food delivered in violation of this expectation, he or she will be required to eat delivered food in the office, may not share with classmates/friends and may be subject to disciplinary action. This provision does not include a regular sack lunch that students would bring from home or leftovers from a restaurant or other establishment the student brought for their own consumption.

Similarly, in the interest of student safety, students are not permitted to bring prepared food items (home-baked brownies, cookies, etc.) to school to be shared with friends/classmates. If a teacher has an educational activity planned that calls for food as part of the activity, students are permitted to bring in packaged and sealed items at the teacher's discretion.

Refer to the Bloomingdale Public School's website for food service wellness policy

CELL PHONES

It is the strong recommendation of Bloomingdale Public Schools that students and parents carefully weigh the choice of whether or not to allow your child to bring personal cell phones, 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. If students do bring cell phones and /or other electronic devices to school, they are subject to the following policy guidelines. 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 during the school day (8:00-3:00). Students may not have the phone on vibrate or in their pocket during the day, this DOES NOT include designated lunch times.

Cell phones, I-watches, cameras, or other devices should not be used to photograph or film others without their consent.

Please do not call/text your student on the cell phone during the school day; Call the school office.

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 lost or stolen cell phones.

Refusal to surrender your phone when asked is considered insubordinate. Insubordination may result in disciplinary consequences, including suspension. Parents will be contacted.

CHAIN OF RESPONSIBILITY

Sometimes students have concerns or complaints about a decision a teacher has made about their discipline, grades or other classroom situation. When this occurs, the student or parents should use the process outlined below:

1. Schedule a conference with the individual teacher to discuss the problem. The student needs to be in attendance.
2. If this does not resolve the problem, make an appointment to see the Assistant Principal. This conference must include the teacher, the parent, and the student.
3. If the student/parent is not satisfied with the outcome of this meeting, make an appointment to see the Principal. This meeting will be conducted with all parties present, including the student, parent, teacher, and high school administrator. If the student/parent is not satisfied with the outcome of this meeting, make an appointment with the Superintendent. This meeting will be conducted with all parties present, including the student, parent, teacher, and high school administrator.

CLOSED CAMPUS

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.

COLLEGE INFORMATION

Numerous guides to colleges and college catalogs are available in the guidance office. Throughout the year college representatives visit the school to make presentations to groups of students and to meet with individuals interested in their college. Students interested in any of these services should contact the Counselor.

Applications for admission to a college may be obtained in the guidance office. Students are urged to find out when applications for the college and programs should be submitted. This should be done by September of the senior year. The high school Counselor can assist the student with this information.

COMMUNITY SERVICE

Bloomingdale High School will require that each graduating student complete ten hours of community service during his/her senior year. It is intended that students render aid or perform volunteer service that directly benefits someone other than the student. This community service should be separate from regular extracurricular activities such as athletics, band, choir, etc. Eligible activities may include (but are not limited to), reading to children in the elementary grades, tutoring, mentoring younger children, service learning, Meals on Wheels, Hospice, hospital volunteer, Habitat for Humanity or participating in activities that encourage middle school children to prepare for college. Other activities may include volunteer work through organizations such as local United Way agencies, America Corps, faith-based organizations, or other recognized local volunteer organizations.

Community service activities should be pre-approved by the teacher in charge of monitoring community service hours or the Principal. However, if other than pre-approved service is conducted, the Principal will have the authority to accept or deny the activity performed.

Notice for Parents/Guardians

Your child will receive an account on the school's computer networks. With this account also comes access to the Internet. With this educational opportunity comes the responsibility to use these networks in a productive and ethical manner. The District has provided an Acceptable Use Policy governing the use of its Networks. A copy of this policy has been provided with the student handbook. PLEASE READ IT CAREFULLY. There is a form for you to sign and return before your child will receive an account. These forms are distributed to students at the beginning of the school year.

Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool. Loss of such a privilege may have an impact on your child's schoolwork in that s/he will have to find other resources for completing assignments that use computers. In addition to loss of privilege there may be disciplinary action as well depending on the severity of the violation.

You are responsible for your son/daughter's actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

The District blocks some Internet sites and has a filter for catching certain keywords, which may indicate objectionable sites. Every Internet page a student visits is logged on our system and the District scans these records daily. Even with these precautions, it is IMPOSSIBLE to prevent access to sites which are objectionable. Therefore it is important that you work closely with your son/daughter regarding their use of the Internet.

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.
 - 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 "Listservs."
 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 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.

DRESS CODE AND STUDENT APPEARANCE

The dress and grooming exhibited by students of the Bloomingdale School District will be the responsibility of the student and parent or guardian of the student. However, a student shall not dress or groom in a manner which, in the judgement of a building administrator, 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.

1. No wearing of sunglasses in the school building. Sunglasses worn during the school day will be held in the office until a parent comes in to pick them up.
2. No demeaning or obscene clothing which advertises or references tobacco products, alcoholic beverages, or illegal substances are permitted. Clothing that contains profanity, vulgar suggestions, or double meaning/innuendo are not permitted.
3. Skirts and dresses shall measure four inches from the knee if school appropriateness is in question. The administration reserves the right to determine if a skirt or dress meet the appropriate school guidelines.
4. Shorts must measure four inches above the knee, if school appropriateness is in question. Athletic shorts must meet the appropriate school guidelines as well. The administration reserves the right to determine if shorts meet the appropriate school guidelines.
5. Tights may only be worn under skirts, dresses, pants, shorts or a lengthy shirt. They are not to be worn as a single item. All items listed above need to cover your rear end and not be revealing.
6. Appropriate leggings and athletic pants are permitted to be worn. The administration reserves the right to determine that leggings and athletic pants that meet the guidelines are not school appropriate if they are revealing.
7. No pants with rips and/or holes in them located above the fingertips when standing upright with arms hanging loosely at one's side.
8. Sleeveless shirts or tank tops must have shoulder straps that are at least 2 inches wide. The armholes of the shirt may not be excessively large so as to expose the midriff area.
9. Shirts must completely cover the chest and midriff (no halter tops). The administration reserves the right to make this judgment.
10. Sagging is not permitted. "Sagging" is defined as "Wearing pants with the pants waist below your waist." The intent is to assure that rear end is covered.
11. The hood of a sweatshirt, jacket or any clothing MAY NOT be worn in the building or on the bus.
12. No gang apparel or gang insignia will be permitted.
13. Belts, bracelets, necklaces, or wristbands with pointed studs will not be permitted.
14. No blankets will be worn in school. If brought to school they need to be kept in your locker throughout the school day.

BACKPACKS

Backpacks must be kept in student's lockers during the school day. Backpacks may not be brought into the classroom, media center, or cafeteria during the school day, nor may they be left in the hallway. Students may use a sling/string bag to transport necessary items to and from the classroom.

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 parent and administration of the Technical Center and Bloomingdale Middle and High School. A student will only be allowed to drive to 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 Technical Center may not have riders.

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.

EMERGENCY PROCEDURES

Fire Evacuation Procedure

Move out of the building:

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.
2. Remain in orderly class groups with your instructor. Remain quiet to allow for taking attendance.
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 Safety Procedures

TORNADO WATCH means that weather conditions are capable of developing a tornado. Students will remain in school 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.

FOREIGN EXCHANGE STUDENTS

Grade classifications for foreign exchange students will be based upon the last grade in school the student completed in his/her home country. Exchange students who are classified as seniors may earn an honorary high school diploma and participate in the graduation ceremony if they complete all of the senior year requirements for graduation. But these students are not eligible to graduate with honors standing or otherwise be recognized for academic achievements that are based upon 4 years of academic work.

TESTING OUT

Michigan Merit Law says: A school district or public school academy shall also grant a student a credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on one (1) or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

Other law in effect regarding testing-out

The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation as the board of the school district may determine, but the board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

GRADUATION

Grade Point Average and Academic Honors

1. High school credit will be earned by 7th or 8th grade students who complete and receive final passing grades in high school level classes at Bloomingdale High School. Grades earned in these courses will be used to calculate high school GPA's. Students who took high school level classes as 7th or 8th grade students at another school will only receive high school credit if approved by the high school Principal.
2. Grades from Advanced Placement classes will be weighted on a 5.0 scale.
3. Final GPAs will be based on the total number of honor points earned divided by the total number of credits taken.
4. The following grade-equivalent point values are utilized when calculating students' GPA:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
E	=	0.0

Graduating senior students receiving academic honors will be selected using a formula which awards "academic points" to students based upon their weighted GPA and their highest SAT score. With this formula, students earn 67% of their academic points from their weighted GPA and 33% of their points from their SAT score. Students will be recognized as graduating with the following honors if they achieve the indicated point totals according to the formula:

$$\text{Academic Point Total} = \text{Weighted GPA} \times 335 + \text{SAT score} \times 0.4125$$

- a. Highest Honor = 1801 points or more
 - b. High Honor = 1761 to 1800 points
 - c. Honor = 1430 to 1760 points
5. The two (2) seniors with the highest academic point totals will be named Valedictorian and Salutatorian, respectively. In addition to the class president, the Valedictorian and Salutatorian will be chosen to speak during the graduation ceremony.
 6. All graduation honors, including Valedictorian, Highest Honor, etc. will be determined following the completion of the first semester. The administration will review progress report grades for all seniors receiving these honors during the second semester and may remove a student's graduation honors if academic standing has dropped significantly.

Minimum Number of Credits Required For Graduation

Students in the Class of 2020 must have a minimum of 28.75 credits to graduate out of 31.25 possible credits.
Students in the Class of 2021 must have a minimum of 27 credits to graduate out of 29.50 possible credits.
Students in the Class of 2022 must have a minimum of 25.25 credits to graduate out of 27.75 possible credits.
Class of 2023 (& beyond) must have a minimum of 24 credits to graduate out of 26 possible credits.

Minimum Credit Requirements By Course/Department

1. English and Language Arts (Excludes Spanish): 4 credits including
 - a. 1.0 credit of English/Language Arts 9
 - b. 1.0 credit of English/Language Arts 10 or Advanced English/Language Arts 10
 - c. 1.0 credit of English/Language Arts 11 or AP English Composition or AP English Literature

- d. 1.0 credits of Speech and Communications
(In rare instances, upon approval by the Principal, credit for Speech and Communications may be substituted with credit for a full year senior/college level English course, which includes a culminating project deemed to be of the same magnitude as Bloomingdale Public School's Senior Project.)
2. Math: 4 credits including
 - a. 1.0 credit of Algebra I
 - b. 1.0 credit of Geometry
 - c. 1.0 credit of Algebra II
 (One credit of math must be earned during the senior year)
 3. Science: 3 credits including
 - a. 1.0 credit of Physical Science OR additional science
 - b. 1.0 credit of Biology
 - c. 1.0 credit of Chemistry or Physics
 4. Social Studies: 3 credits including
 - a. 1.0 credit of World History and Geography
 - b. 1.0 credit of U.S. History and Geography or AP U.S. History
 - c. 0.5 credit of U.S. Government or AP American Government
 - d. 0.5 credit of Economics
 5. Physical Education/Health: 1 credit including
 - a. 0.5 credit of Health
 - b. 0.5 credit of Fitness
 6. World Languages: 2 credits including
 - a. 2.0 credit of a world language (e.g., Spanish), **OR**
 - b. 1.0 credit of a world language in addition to one of the following (Applies to classes of 2016-2020):
 - 1.0 credit of a career technical education course
 - 1.0 credit of an *additional* visual or performing arts course
 Students may earn world language credits prior to entering high school by taking grade-appropriate world language courses.
 7. Fine Arts/Business/Career Education
 - 1.0 credit of Visual, Performing, or Applied Arts
 8. Other
 - 1.0 credit of an online course, online learning experience, or integrated online learning

Additional Requirement For Graduation

In addition to earning the required credits, students must complete the equivalent of twelve trimesters/eight semesters of full time equivalent (FTE) attendance to graduate from Bloomingdale High School.

HONOR ROLL

An honor roll is prepared and published at the end of each semester. The Honor Roll has two categories:

1. HIGHEST HONOR ROLL for students who have earned an "A" in all courses.
2. HIGH HONOR ROLL for students who have earned an "A" OR "A-" in all courses.
3. HONOR ROLL for students who have earned grades of "B-" and higher in all courses.

NATIONAL HONOR SOCIETY

The National Honor Society is a service organization made up of students whom were selected on their academic, leadership, and character record. Bloomingdale High School students will be selected to the NHS by a five-member faculty council that are appointed by the High School Principal. The following guidelines apply to selection:

1. Candidate must be a member of the sophomore, junior, or senior class.
2. Candidates must have been attendance at this school the equivalent of one semester.
3. Candidates must have a cumulative scholastic average of a 3.5 or higher.
4. Students who are eligible scholastically shall be notified, and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form.
5. Candidates shall then be evaluated on the basis of service, leadership, and character.
6. The selection of members shall be by a majority vote of the faculty council.
7. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the five appointed members of the faculty council must make the actual selections.
8. The faculty council shall review the Student Activity Information Form along with any other verifiable information about each candidate. Candidates receiving a majority vote of the faculty council shall be inducted into the chapter.

The following guidelines define the qualities of leadership, service, and character:

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideas.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Demonstrates academic initiative.
- Inspires positive behavior in others.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.

- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteer's dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and interscholastic competition.
- Undertake committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperate by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Have powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

All Bloomingdale High School National Honor Society members must maintain the minimum standards to remain eligible.

Credit Recovery

Students who have previously failed a class have the option to sign up for an online equivalent course through Bloomingdale Public School's Credit Recovery Program. Any student wanting to take a credit recovery class must first consult with the school Counselor to begin the enrollment process. Students are required to pay a \$25.00 deposit for each course he or she signs up for, which is refundable upon successful completion of the course. Deposits will only be refunded if courses are successfully completed (credit earned) within 18 weeks of the date of enrollment.

Participation in Graduation Ceremony

Participation in the graduation ceremony is a privilege rather than a right. Disciplinary consequences resulting from code of conduct violations may include being denied participation in the graduation ceremony. Furthermore, the following procedures will be used in determining who should take part in graduation (commencement) ceremonies.

1. Only those students who have met all academic and financial requirements for graduation will be allowed to participate in commencement activities.
2. A student who is taking adult education courses or correspondence courses must provide the Principal with proof of successful completion before they will be allowed to participate in the ceremonies. A minimum of 90 classroom hours per course is required of all non-correspondence courses.
3. Participation in the scheduled graduation practice is mandatory in order for seniors to take part in the graduation ceremony.

GUIDANCE AND COUNSELING

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the Counselor by appointment.

HALL CONDUCT

For the safety and comfort of all it is important that students obey the hall rules. No running, pushing, shouting, wrestling, horseplay, or excessive public displays of affection will be allowed. Students may not lay down in the hallway. Respect the rights of others. Keep hands off other people. Please stay to the right when passing between classes. The bell is not a dismissal signal; rather it is a reminder. Classes will remain until dismissed by the teacher. Teachers and administration will monitor the hallways throughout the passing time periods. Inappropriate behavior will be referred to the office for appropriate disciplinary action. Classes are still in session during all passing times and during lunch periods. Please be considerate of the education of others as you move through the hallway and keep the noise level down to a minimum.

Hall Passes

Students should not be in the hallways during class time, especially the first ten minutes of class and the last ten minutes of class. Students needing to be in the halls during regular class hours are required to 1) sign out (and back in) using the classroom hall pass log and 2) have a hall pass from the teacher they are assigned to that period or the administration. Students in the hall during class time must have a valid reason. Students without hall passes will be required to return to their assigned class. Except for in emergency situations, students should plan on using the restroom facilities before or after school, during the lunch hour, or between classes.

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 Principal. 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. See the MEDICATIONS section of this handbook for policies regarding the use of prescription and non-prescription medications at school.

INCLEMENT WEATHER

In bad weather or emergency situations, school may start late, close early or be canceled for the day. Be informed! Listen to one of the following radio stations for announcements when the weather is bad:

WCSY	South Haven	103.7 FM	
WQLR	Kalamazoo	106.5 FM	
WOOD	Grand Rapids	105.5 FM	1300 AM
WGRD	Grand Rapids	97.9 FM	
WHFD	Benton Harbor	99.9 FM	1060 AM
WKZO	Kalamazoo		590 AM
WAOP	Otsego		980 AM

LIBRARY/COMPUTER LAB

The library/computer lab is open to all students before school and during lunches as well as during class time.

Students must have a pass from their teachers in order to use these areas during class time. Appropriate behavior is expected at all times.

Students may check both books and magazines out of the library. Students may keep books for two weeks and magazines overnight. Library materials may be renewed once. Students will be charged a five-cent per day fine starting the third day that an item is overdue. The fine will not exceed the cost of replacing the item. Students may not borrow library materials if they have overdue items or unpaid fines.

A copy machine will be available to copy pages of reference materials, which may not be checked out of the library. There is no cost for this service. If a student requires copies of class notes or other class-related materials or personal items, there will be a charge of twenty-five cents per page.

The library card catalog is available from the school internet home page www.bdalecards.org. This site provides a wealth of information in addition to the library collection.

LOCKERS

The school assigns each student a locker to keep personal belongings and school supplies. School lockers are public property held in trust by the Board of Education. Violation of any of the rules that pertain to lockers may result in the student being denied locker privileges and/or assigned an after school detention for each infraction.

1. Lockers are not to be utilized for illegal purposes (e.g., harboring stolen property, drugs or alcohol, or other materials that might create a health or fire hazard, etc.)
2. The school reserves the right to inspect lockers or desks anytime and locker privileges can be revoked for abuse of them. Students should not have any reasonable expectation that such areas are private or not accessible to the school administration.
3. School officials and police have the right to inspect all lockers in the building in the case of a bomb scare or other emergency.
4. School officials may periodically hold locker inspections to insure proper maintenance in the interest of fire and health protection.
5. Students are not to switch to different lockers or share a locker with another student.
6. Those students who are taking physical education classes, or are participating in athletic programs, may be issued lockers for such use.
7. Do not place money or valuables in the locker. The school is not responsible for items placed in a locker.
8. Students should not share their locker combinations with any other students.
9. Students may not hang signs, posters or other items on the outside surface of their lockers. Items posted on the inside of lockers must be school appropriate as determined by the administration. Items may only be posted using poster putty or magnetic material. In order to protect locker surfaces, use of adhesive substances (glue, tape, etc.) on lockers is forbidden.

LOST AND FOUND

All lost and found articles are turned into the office. Lost articles should be reported to the office at once. Found articles 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 article, then check again about three or four days later. The school district is not responsible for lost or stolen articles.

MEDICATIONS

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 Principal 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 Principal. 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 Principal 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.

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.

MUSIC PLAYERS

Personal music players will be allowed in the school for use before or after school and during lunch in the cafeteria only. No personal music players should be turned on or visible in classrooms. Having earphones/earbuds visible is a violation of this policy and will result in the earphones and music player being confiscated, at a minimum. Reminder: The school is not responsible for lost or stolen equipment.

OFFICE

The school office is for school business only. Do not loiter in the office. No student is to go past the counter in the office without permission. All students are to enter the office from the front office door. The back office door is off limits to student entry.

The office will not supply monetary change.

The high school office is a place of business. Students or parents that need to meet with a teacher or administrator should make an appointment.

The high school office is normally open from 7:30am to 3:30pm. Students should not expect to be able to reach anyone in the office by phone before or after these times.

PARENT COMMUNICATIONS

The district is moving towards more electronic communications with parents. Parents need to provide email addresses when requested in order to be kept informed about things at school. For example, all truancy, attendance, tardy and behavior notifications will be sent home electronically.

PARENT-TEACHER APPOINTMENTS

Teachers have one (1) period per day when they are not assigned a teaching responsibility. They are available for meetings with parents during that time. If parents would like to make an appointment to meet with a teacher, please call in advance. Call 521-3910 for appointments.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at least 2 times per year. Each conference is held approximately 4-6 weeks before the end of each semester. As parental involvement is a strong determining factor in student success, all parents are highly encouraged to participate in parent-teacher conferences.

PROGRESS REPORTS

Progress reports of student progress are given to the students to bring home at the marking period. Teachers are required to send home progress reports for all students. Progress reports are provided so parents will have some idea of the progress their child is making.

Students and parents are able to access students' grades through the Bloomingdale Public Schools' website, www.bdalecards.org or GradeWatch. Those who need access information (username and password) should contact the high school office. Course grades are updated online at least once per week. In addition, email addresses for all school staff are available through the school's website. Parents are encouraged to maintain communication with teachers via email.

The school urges both the parents and students to discuss any concerns with the respective teacher so that positive progress may be realized.

REPORT CARDS

Report cards and grades will be distributed in classes and/or mailed about one week after the end of each semester. Students/parents should make the Guidance Office aware of errors concerning report cards.

Parents who wish to receive a daily or weekly progress report for their student may request one. The responsibility of picking one up, having them signed, and taking them home, lies totally with the student. The progress reports may be picked up in the main office.

Grades

- A - Generally represents excellent, above average work in class.
 - B - Represents good work.
 - C - Represents average quality work.
 - D - Work is below average but still passing.
 - E - Work is not of sufficient quality or quantity to pass.
 - CR - Credit is given in the class, but no letter grade has been assigned.
 - NC or NCI- No credit. Given to a student who is passing at the time of withdrawal from school.
 - WF - Given to a student who is failing at the time of withdrawal from school.
 - I - A grade of Incomplete will be given when a student fails to complete all class assignments, or a teacher determines that a student deserves additional opportunity to complete some of the objectives of a course. This normally occurs when a student has been ill or an emergency has prevented the student from completing the assignments of the course. Incomplete grades will be changed to "NC" grades if students fail to complete the class work they are missing in a reasonable time following the end of the semester, which is generally between 3 days and 2 weeks.
- "+" and "-" grades will be included on the report card as well.

RETAKEING CLASSES

A student who receives a grade of D+ or lower in a required course may elect to retake that course at a later time in an effort to improve his/her grade. A student may be permitted to retake a required course in which he/she received a grade of C- or better if approved by the Principal. Following a course retake, the higher of the two grades received will be recorded as the official grade for the required course. The lower of the two grades (must be a passing grade) will be recorded as an elective credit, "CR". But in cases in which a student re-takes a course and receives a lower grade, the student will receive a no credit, "NC", for the course retake.

SCHEDULING OF CLASSES

Students in grades eight through eleven will work out course selections with the Counselor during the spring based on their educational development plan (EDP). The EDP should reflect the student's current plan of lifelong learning and preparation for "life after high school". Once a student has been scheduled into a class for which s/he enrolled, it will not be possible to drop the course except in the cases where (1) the student has been inadvertently scheduled into a course s/he already has passed, (2) the teacher recommends a change because the level of the work is not appropriate for the student, or (3) the drop is necessary in order to make room in a student's schedule for a required course. In cases in which students are scheduled in courses for which they did not enroll, schedule changes can be made in the guidance office at the scheduled times before the start of each semester. Students in this situation should follow the procedures established by the guidance office for requesting a schedule change.

The administration reserves the right to alter students' schedules as necessary in order to achieve more manageable class sizes. In cases in which students are scheduled for courses that they failed during the previous school year, these students will be the first students removed from these courses if class sizes are elevated beyond the established enrollment limit. Students who fail courses are not guaranteed the opportunity to retake those courses during the regular school day. Failed courses may need to be made up in an after-school credit recovery program or summer school.

SCHOLARSHIPS

Various guides to college scholarships and financial aid are available in the guidance office. Students interested in financial assistance to further their education are encouraged to review these guides.

Standard financial aid forms used by most colleges and scholarship agencies are available in the guidance office during the month of December. These forms should be completed as soon after January 1 as possible. The High School Counselor is available to assist parents and students with these forms.

Approximately six (6) weeks before graduation a number of local scholarships will be announced. Interested seniors should watch for this announcement and see the high school Counselor.

STUDENT FEES, FREE EDUCATION AND STUDENT FINANCIAL RESPONSIBILITIES

Bloomington Public Schools recognize a student's right to a free education. Materials, supplies and textbooks essential to education will be provided in reasonable quantities. Students will be expected to use such materials wisely and to be financially responsible for the loss or destruction of returnable and reusable materials. Fines may also be assessed for overdue library materials. Assessed fines should be paid to the appropriate administrative office or the library. Penalties for failure to pay such costs will include withholding of grade reports, loss of library privileges, and in some cases court action. The school credit for classes completed or transcripts and clearance for graduation will not be withheld. In the cases of senior debts, the privilege of participating in commencement exercises may be denied.

Textbook Loan

Textbooks are the property of the school district and are on loan to students without a deposit. Students are responsible for their books and are liable for loss or damage. Should a text be lost, a charge will be made to cover the cost of replacing the lost book. A replacement book will not be provided until the fine for the previous book is paid.

Student Fees

The school district provides textbooks and supplies for required and elective courses without charge to the individual student. Classes such as home economics, shop, and art will charge for the cost of materials used by students for projects that are beyond the basic outline of the class.

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 Bloomington High School.

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

Z.A.P. PROGRAM

Zeros Aren't Permitted (ZAP) is a program designed to increase expectations of students who habitually, or occasionally, fail to complete and turn in assignments on time and satisfactorily. It is first and foremost an expectation of high academic standards for all students. Z.A.P., which involves the entire middle school teaching staff, clearly emphasizes the belief that assignments/projects are important and must be completed. This program will direct students to utilize their abilities to acquire self-discipline and work habits that will serve them in an educational setting and hopefully in the future when they enter their next educational environment or workplace.

The Z.A.P. program is not a form of punishment. Rather, it is a program designed to send a message that failure is not acceptable.

Z.A.P. Work Session

Students who are assigned to Z.A.P. will attend a work session before school from 7:35-7:55 am Monday-Friday until the work is completed. If a student does not complete all of his/her assignments during the work session he/she will be reassigned to the following day work session.

The Z.A.P. Room

Students who fail to turn in a class assignment completed satisfactorily and on time will be "Zapped" (i.e., assigned to the Z.A.P. room by their teacher). If the student is able to complete the assignment and turn it into the "Z.A.P. box", then the student will not be required to report to the Z.A.P. room. Otherwise, the student will be required to report to the Z.A.P. room to complete the assignment. It will then be the student's responsibility to:

1. Complete the assignment while in the Z.A.P. room
2. Submit the completed assignment to the Z.A.P. room supervisor

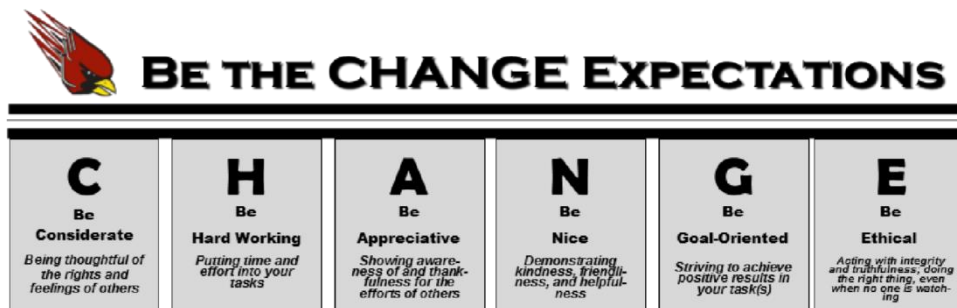
Other ZAP-Related Items

Students are to remain quiet in the Z.A.P. room unless they are asking a question that is specific to their assignment. Any other talking or disruptive behavior will result in a disciplinary write-up.

Deadlines are important, and the Z.A.P. program is not designed to minimize the value of meeting due dates and deadlines. As such, assignments that are not turned in on time will not receive full credit. Students will be given a "Final due date" and after the date has passed and the student still has not turned in the assignment they will receive a zero for the assignment after the formative assessment has been given. Teachers will determine individually how they will handle grading late assignments, classroom policy for turning in late assignments, and when the "final due date" will be.

EXPECTATIONS FOR STUDENTS WHAT DO WE EXPECT OF STUDENTS? BE THE CHANGE

Be the CHANGE is a School-wide Positive Behavior Support System (SWPBS). It is a systems approach to creating and maintaining a safe and effective learning environment in schools. SWPBS is designed to improve behavior and academic performance by teaching and reinforcing positive behavior. A Change ticket is an incentive for students to show A CHANGE (Considerate, Hard-working, Appreciative, Nice, Goal oriented and Ethical) behavior in the classrooms, hallways, restrooms, cafeteria, and auditorium.



Change tickets promote positive interactions among students and between students and staff members.

Change tickets can be earned throughout the school year. Teachers/staff are able to issue tickets for noticeable acts of change. All staff members should give out a number of *CHANGE* tickets throughout the school day to the students they feel are following the expectations on the Behavioral Expectations Matrix.

(Be the CHANGE).

Students can also earn the following numbers of tickets by attaining:

Highest Honor Roll (each Marking Period) = 5
High Honor Roll (each Marking Period) = 3
Honor Roll (each Marking Period) = 2

Perfect Attendance (each Marking Period) = 5
Student of the Month = 5
Athlete of the week = 2
Sports Team= 2 (each Marking Period)
Extracurricular club/organization= 2 (each Marking Period)

A variety of fun student activities and events will be scheduled throughout the school year. In order to participate in these activities/events, a student must earn a set amount of Change tickets. The ticket amount will increase as the school year goes on to encourage students to go above and beyond and earn tickets.

It is very difficult, if not impossible, to list or state what is "acceptable" behavior, good conduct, and proper citizenship characteristics. However, in an effort to give the student a general idea of what is expected of him/her, we offer these guidelines:

1. STUDENTS should attend school regularly.
2. STUDENTS should be prompt in arriving at their assigned place.
3. STUDENTS should understand and follow school policies, as well as rules and regulations.
4. STUDENTS should have easy access to the policies, and rules that govern them.
5. STUDENTS should respect the worth and dignity of each individual.
6. STUDENTS should respect the rights and responsibilities of all school employees in order to help them perform their duties.
7. STUDENTS are expected to observe a personal code of conduct, as that code pertains to proper language, etiquette and appearance.
8. STUDENTS should devote all their energies toward being successful in school.
9. HOPEFULLY, STUDENTS WILL INVOLVE THEMSELVES in the total school program and avail themselves of all that their school has to offer in the way of both curricular and extracurricular activities.

DISCIPLINE POLICY

INTRODUCTION

It is the responsibility of the Board of Education, delegated to administrators and staff, to see that the school environment is one that is conducive to learning. It is our duty to protect the rights and privileges of all members of the school community and to help each student grow to become a responsible and self-disciplined person who is able and willing to assume his or her role as a law-abiding citizen in a democratic society. The purpose of this policy is to provide guidelines for the disciplining of individuals whose behavior is at times destructive of our goals.

The school handbook should be viewed as a broad, general statement and overall guide for staff, students, and parents. It is meant to serve as a reference source for questions that may arise. Categories are general in nature and are not deemed to be inclusive. Attempts at committing offenses will also be subject to discipline. A student's past behavior may result in greater discipline being imposed. Offenses committed off school property but having sufficient connection with school may result in disciplinary actions. Offenses committed on the school bus, at the bus stop, as students travel to and from school, or at any school sponsored events will be treated as if they were committed at school or on school grounds. For a visual display of violations and consequences, please see Appendix A Discipline Matrix.

Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his or her age, maturity, experience, abilities, interests, and values.

It will always be the goal of any situation involving disciplinary action to have the student reflect on his/her misconduct, the negative impact(s) the misconduct had on the student and others, and helping the student learn from their mistake(s) so as to help the student demonstrate improved behavior going forward.

DISCIPLINE DEFINITIONS

As alluded to above, it would be impossible to conceive a list of all possible disciplinary infractions. The following list and definitions are not meant to be all-inclusive, and building administration reserves the right to determine whether a student's conduct constitutes a disciplinary infraction.

Alcohol/Controlled Substances - Substances/Items Covered

- Alcoholic beverages or intoxicants, including, but not limited to, glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence.
- Any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant or other controlled substance, as defined in Article VII of the Public Health Code, being MCL 33.7101.
- Any prescription or nonprescription drugs, medicine, vitamin, or chemical substance, with the exception of an inhaler (e.g. pain relievers, stimulants, diet pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.
- Any legal substance represented as an illegal or controlled substance (e.g., No-Doze as "speed" or "crack.")
- Any drug paraphernalia or items used as such.

Possession - Penalty: Suspension to Expulsion, referral to law enforcement (Class V Violation)

Distribution/Intent to Distribute - Penalty: Expulsion, referral to law enforcement (Class VI Violation)

Arson - A student shall not burn or attempt to burn any school building, structure or property, or intentionally set or attempt to set a fire on school property, or cause or attempt to cause an explosion, or be in possession of materials which may be used in the aforementioned activities. Tampering with fire alarms and other fire safety equipment also falls under the Arson definition. Penalty: Suspension to Expulsion (Class VI Violation)

Cell Phones/Electronic Devices - A student shall not use a cell phone or an electronic communication device in school except before the start of the 1st period, after the conclusion of 6th period, and during the student's assigned lunch time. Cell phones and electronic communication devices are not to be used during passing time for any purpose. These same restrictions shall also apply to peripheral equipment, such as headphones, earbuds and speakers. Students choosing to listen to music or view other media must do so in accordance with this policy and must listen to the music and/or media through headphones or earbuds so as not to disturb others. Penalty: Administrative Intervention to Expulsion. (Class II Violation)

Coercion, Extortion or Blackmail - A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. Penalty: Suspension to Expulsion. (Class V Violation)

Copyrighted Material - A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material. Penalty: Administrative Intervention to Expulsion. (Class III Violation)

Criminal Acts - A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance. Penalty: Suspension to Expulsion. (Class V or VI Violation)

Criminal Sexual Conduct, as used in this policy, refers to physical sexual acts perpetrated another a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX. Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. (Class VI Violation)

Disruption of School Operations - A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance or obstruction of any school district function, activity or event, no shall he or she engages in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption of obstruction. Note: this is different from disruption of the classroom and is considered more severe. (Class III Violation)

While the following acts are not intended to be inclusive, they illustrate the kinds of offenses encompassed within this rule. It must be remembered that any conduct which causes disruption or interferes with the education process is forbidden; Occupying any school building, school grounds, or part thereof, which deprives others of its use, without the permission of a school building staff member; Blocking normal pedestrian or vehicle traffic, entrances or exits of any school building or corridor or room, without the permission of a school building staff member; Preventing, attempting to prevent, or interfering with, the convening of continued functioning of any class, activity, meeting or assembly; Instigating or participating in a disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity. Penalty: Administrative Intervention to Expulsion.

Dress Code Violation - A student shall not dress or groom in a manner which, in the judgement of a building administrator, is unsafe to the student or others or disruptive to the educational process. Specific guidelines for appropriate student dress are included in this code of conduct. Penalty: Administrative Intervention to Expulsion. (Class II Violation)

Excessive Tardiness - Students are expected to be in the classroom for each period when the bell rings. Students that accumulate excessive tardies will receive progressive consequences including after school detention, In-School Suspension and Out-of-School Suspension. See Tardy Policy for further details.

Failure to Comply with Directions of School Personnel- A student shall not be insubordinate or fail to comply with district policies or instructions and directions of district employees, volunteers or persons acting in a chaperone or supervisory capacity. Students who persistently violate school policy may receive disciplinary action. Penalty: Administrative Intervention to Expulsion. (Class III Violation)

Failure to Cooperate - A student shall not refuse to cooperate with school district administrators, and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false testimony or give false evidence to school district administrators and/or teaching staff. A student shall not refuse to testify of otherwise cooperate with school district personnel in any disciplinary proceeding. Penalty: Administrative Intervention to Expulsion. (Class III Violation)

False Allegations - A student shall not libel or slander, or make false allegations against another student, school district employee (including substitute and student teachers), Board of Education members or volunteers. Penalty: Administrative Intervention to Expulsion. (Class III Violation)

False Alarms - A student shall not knowingly causes a false fire alarm or make a false fire, bomb or catastrophe report. Penalty: Administrative Intervention to Expulsion. (Class VI Violation)

Falsification of Records - A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on school district forms or records. A student shall not provide false, misleading or inaccurate statements or information of school district records or forms. Penalty: Administrative Intervention to Expulsion. (Class III Violation)

Fighting - A physical altercation resulting in pushing, shoving, or exchanging of blows between students will not be tolerated. Penalty: Suspension to Expulsion. (Class V Violation)

Fireworks, Explosives and Controlled Substances - A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Penalty: Suspension to Expulsion. (Class V Violation)

Gang Insignia/Activity - A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or nonverbal (gestures, handshakes, graffiti, etc.) that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or nonverbal in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection of otherwise intimidating or threatening any person, committing any other illegal act or violation of school district policies, or (c) inciting other students to act with physical violence on any person.

The term "gang" as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Discipline Policy, District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process. Penalty: Administrative Intervention to Expulsion. (Class IV Violation)

Harassment/Bullying - Any threatening, insulting or dehumanizing gesture. Verbal, physical, electronic or written harassment for the purposes of this policy shall be defined as behavior that:

- Intimidates individuals or groups on any basis including race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information (collectively, "Protected Classes").

- Involves an expressed or implied threat to person safety or has the effect of interfering with an individual's participation in the curricular and extracurricular activities of the school district.
- Bullies or hazes another student or teammate.
- Is disruptive to the educational process that may have originated in or outside of school, on or off campus.

Harassment occurs when someone continuously, repeatedly and purposefully annoys another person. People have the right to live and carry on their activities without being harassed by others. Harassment will not be tolerated in Bloomingdale Schools. Students found to be harassing others will be disciplined according to the severity of the events, past history, etc.) (Class IV Violation)

Sexual Harassment for the purposes of this policy consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal of physical conduct or communication of a sexual nature that is severe and pervasive enough to create a hostile or intimidating school environment. Sexual harassment may involve the behavior of a person of either gender, against a person of the same or opposite gender. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to:

- Written contact: sexually suggestive or obscene letters, notes, invitations, drawings, verbal contact; sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about a person's body or sexual characteristics that are used in a negative or embarrassing way.
- Physical contact: any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.
- Visual contact: suggestive looks or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, graffiti, calendars or clothing.

A student who feels he/she is being harassed by peers or by a staff member of the Bloomingdale Public Schools, or is aware of the harassment of another student(s) shall report such incidents to a building administrator, Counselor, teacher, school psychologist, school social worker, teacher aide, etc. The staff member receiving a student's report, a parent's report or observing an incident of alleged harassment is expected to examine the circumstances surrounding the alleged incident. If the receiving staff member determines that harassment has occurred, they will take steps to end the harassment. In the event that the magnitude of the incident(s) warrants further follow-up measures, staff/faculty members will report charges of harassment to the building Principal or his/her designee. The building Principal or his/her designee will initiate a further investigation of the harassment charges and implement follow-up measures that he/she believes are appropriate. Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board of Education.

Indecency - A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety. Penalty: Administrative Intervention to Expulsion. (Class IV Violation)

Insults/Verbal Abuse/Intimidation/Improper Communication - Students are expected to treat each other in a respectful manner. Engaging in any type of verbal abuse will not be tolerated. A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to school district employees (including substitute teachers and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. Penalty: Administrative Intervention to Expulsion. (Class IV Violation)

Persistent Disobedience - A student continually and repeatedly violates the code of conduct. Recurring instances of refusal to obey school personnel or to comply with school rules and regulations. Penalty: Suspension to Expulsion. (Class IV Violation)

Personal Protection Devices - A student shall not possess, handle or transmit a personal protection device (e.g., pepper spray, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person. Penalty: Suspension to Expulsion. (Class VI Violation)

Physical Assault - A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute and student teachers.) Physical assault is defined as intentionally causing or attempting to cause harm to another through force or violence. Penalty: Suspension to Expulsion. (Class VI Violation)

Public Display of Affection - A student shall not engage in overly excessive amorous acts while on school property, school transportation or at school functions. Penalty: Administrative intervention to Suspension. (Class II Violation)

Scholastic Dishonesty (Plagiarism, Uttering and Publishing) - A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance of the actual giving or receiving of unfair advantage of any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, ideas and/or thoughts of another and represent it as one's own original work. Penalty: Administrative Intervention to Expulsion, loss of grade and/or class credit. (Class III Violation)

Smoking/Tobacco - A student shall not smoke, chew, vape, or otherwise use tobacco, nicotine products or a "look-alike" product. A student shall not, while on district property or in proximity of campus, in district-owned vehicles, and at district-related events have in his/her possession or under his control tobacco in any form, or paraphernalia related to its use.

Possession - Penalty: Suspension to Expulsion, referral to law enforcement (Class V Violation)

Distribution/Intent to Distribute - Penalty: Expulsion, referral to law enforcement (Class VI Violation)

Possession of Drug Paraphernalia - Penalty: Suspension to Expulsion. (Class V Violation)

Suspended Student on School Property or Attending School Activities - A student, while on suspension, shall not enter onto school district property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator. A student that enters onto school district property or attends a function or event, held on or off school property, shall be considered trespassing. Penalty: Administrative Intervention to Expulsion. (Class IV Violation)

Theft, Possession of Stolen Property or Damage of Property - A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, or attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person. Penalty: Suspension to Expulsion, Restitution (Class III or V Violation)

Threats - Students making bomb threats, false alarms, or “similar threats” that place of that are perceived as placing the safety of one or more persons at risk will not be tolerated. Penalty: Grade 6 and Above: Suspension to Expulsion (MCL 380.1311a) (Class VI Violation)

Trespass, Loitering - A student shall not be on school property on in a school building except to participate in the educational process of the school district, nor shall a student loiter in the building hallways, classrooms, bathrooms, or other areas of the building or grounds. Penalty: Administrative Intervention to Expulsion. (Class IV Violation)

Truancy from School - A student shall not be absent from school (a full day, or any part of a day, skipping class) without permission. A student shall not leave the school campus without following the proper check out procedure. Students arriving to school late or needing to leave early need to sign in or out in the High School Office. Penalty: Administrative Intervention to Expulsion, possible referral to Van Buren County Truancy officials. (Class III Violation)

Verbal Assault - Verbal assault at school directed against school employees, volunteers, contractors or other authorized personnel or students will not be tolerated. Verbal assault is to be considered any communication or behavior that, by its nature, poses a serious threat to the safety of well-being of others. Penalty: Administrative Intervention to Expulsion. (Class IV Violation)

Weapons and Dangerous Instruments - A student shall not possess, handle or transmit a gun, knife, blackjack, brass knuckles, baton, martial arts device, paintball gun, spring, airsoft and gas-powered guns, or other object or instrument that can be considered or used as a weapon that will expel a BB, pellet, or paintballs. No knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon.

- Penalty for weapons/dangerous instruments, including “look-a-like” guns - Suspension to Expulsion
- Penalty for possession, handling or transmitting a gun, including a BB gun or pellet gun - Expulsion
- Penalty for possession of a knife with a blade over three inches in length - Suspension to Expulsion
- Penalty for possession of a knife with a blade equal to or less than three inches in length when used in a threatening manner - Suspension to Expulsion
- Penalty for possession of a knife with a blade equal to or less than three inches in length - Suspension

However, the district is not required to expel or permanently expel a student if the student can prove in a clear and convincing manner that at least one (1) of the following statements is true:

- The object of instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect sales, or delivery to another person(s) for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument in the student’s possession was a dangerous weapon.
- The weapon was possessed by the student at the suggestion, request, direction, or permission of police or school authorities.

There is a rebuttable presumption that expulsion for possession of a weapon is not justified if both of the following are met:

- The superintendent or designee determines in writing that at least 1 of the factors listed above has been established in a clear and convincing manner.
- The student has no history of suspension or expulsion.
- Under MCL 380.1308, police must be notified.

(Class VI Violation)

Weapons (Look-Alike) - A student shall not possess, handle or transmit any object or instrument that is a “look-alike” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.) Penalty: Suspension to Expulsion. (Class VI Violation)

DISCIPLINARY ACTIONS

Every effort will be made by the staff to solve disciplinary problems within the classroom. If classroom-level interventions do not improve student behavior, additional consequences may be imposed upon students that fall into one or more of the following categories. When issued a disciplinary consequence, a student is expected to abide by the conditions of the consequence as described below. Failure to comply will result in further disciplinary action.

Administrative Intervention

Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include such disciplinary measures as: the removal of a student from a class period, a conference with the student, detention, the temporary loss of privileges or restorative practices.

Detention

The three types of detention are listed below. Sleeping and disruptive behaviors are not permitted during detention. Students who arrive late to the detention room will not be admitted. Students who violate detention room rules will be removed from detention and will be issued an out-of-school suspension or other disciplinary consequence. A student who is absent on the day of an assigned detention will be expected to report for detention on the next scheduled detention day unless specific arrangements are made with the person who assigned the detention or the detention supervisor.

1. After School Detention begins in the assigned room at 3:05 and concludes at 4:00. Transportation home after the serving of an after-school detention will be the responsibility of the parents.
2. Lunchtime Detention begins in the assigned room at the beginning of each lunch period and concludes at the end of the lunch period. Students serving lunchtime detention, if eating school lunch, will only be allowed to purchase a sack lunch that they will eat in the detention room.
3. Saturday Detention begins in the assigned room at 9:00 a.m. and concludes at 11:00 a.m. Transportation to and from Saturday detention will be the responsibility of the parents.

School Cleanup

The two types of school cleanup are listed below. In each case, specific cleaning duties will be assigned to the student that must be satisfactorily completed.

1. Cafeteria Cleanup will be done during a student’s lunch period.
2. Before/After School Cleanup will be done at assigned times, either before or after school. Duties assigned to students may take place inside the school building or on school grounds outside the building. This cleanup will generally be done under the supervision of a school custodian.

Suspension from Attending Extra-Curricular Events

A student will be forbidden from attending extra-curricular events for a specified period of time. These events include, but are not limited to, performances, competitions, dances and sporting events, both home and away. During the length of the suspension, the student will be expected to leave school grounds by 3:10 p.m. and not return until the morning of the following school day.

Suspension from Participation in Extracurricular Activities

A student will be forbidden from attending and participating in extra-curricular activities for a specified period of time. These activities include, but are not limited to, sports and clubs. During the length of the suspension, the student will be expected to leave school grounds by 3:10 p.m. and not return until the morning of the following school day.

Loss of Driving Privileges

A student will be forbidden from driving on school property or parking their vehicle on school grounds for a specified period of time. This consequence is in effect round-the-clock during the specified time period.

Legal Consequences

Student conduct involving unlawful behavior will be reported to the appropriate authorities, including the Van Buren County Sheriff's Office.

Restitution

A student engaging in conduct that leads to damage being suffered by the school or an individual will be expected to pay the costs involved in rectifying those damages.

Exclusion

As a disciplinary consequence, a student may be excluded from school for a specified period of time. These exclusions fall into one of the categories listed below. A student that is excluded from school is not allowed on school property or at any school-sponsored activities, including away athletic contests, throughout the time of the exclusion.

1. Snap Suspension may be imposed by a teacher for up to one (1) class period or activity for misconduct resulting in the serious disruption of the class/activity.
2. In-School Suspension may be imposed by the building administration for up to three (3) school days per incident. During In-School Suspension, students will participate in activities designed to have them reflect on their behavioral choices and improve their decision-making with regard to their conduct, as well as have the opportunity to work on class assignments and activities.
3. Out-of-School Suspension may be imposed by the building administration for up to 10 school days per incident.
4. Long-Term Suspension is an out of school suspension that lasts more than 10 days, but less than permanent expulsion. The Superintendent may impose a long-term suspension for up to 59 days. Suspensions beyond 59 days require action by the Board of Education.
5. Expulsion is the permanent exclusion of a student from school. This extreme measure requires action by the Board of Education.

Pursuant to state law (Act 451 Section 380.1310d), prior to suspending or expelling a student, administration or the Board of Education (in the case of expulsion) shall consider the following factors:

1. the student's age
2. student's disciplinary history
3. whether the student has a disability
4. the seriousness of the violation or behavior
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. whether restorative practices will be used to address the violation or behavior
7. whether a lesser intervention would properly address the violation or behavior

Restorative Practices

Behavior, whether appropriate or inappropriate, is a learned behavior. We are in the business of educating. When deemed appropriate by the administration, our initial course of action to address inappropriate behaviors will be to educate the student regarding how to act appropriately. Restorative approaches will be used to transform student behavior and build healthy school communities. As a staff, we approach each incident in a proactive educational manner. Restorative practices promote inclusiveness, relationship-building and problem-solving through such restorative methods as circles for teaching and conflict resolution to conferences that bring victims, offenders and their supporters together to address wrongdoing. Instead of punishment, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm. When these approaches have not been effective, we then rely on our additional discipline policies and consequences. If a student changes his/her behaviors through restorative discipline, then learning has occurred and the student is making better, more mature decisions; which in the end is our goal.

DISCIPLINE AUTHORITY

The authority of the Bloomingdale Board of Education to suspend or expel students is granted in Section 380.1311 of the Revised School Code. Administration reserves the right to modify consequences based on the severity of the incident and the student's disciplinary history. On the basis of this present status of school law, the administration of Bloomingdale Public Schools is delegated the authority to temporarily separate or suspend a student from school. In such actions, the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him/her including rationale for the action and the conditions of time and termination. The student shall have the right to present to the administrator any verbal information that will support his/her defense.
2. The parents shall be notified by phone, in writing, or by personal contact if the student is to be suspended from school.

SUSPENSION APPEALS PROCESS

Suspensions of more than one (1) school day but not more than 10 school days may be appealed in writing to the Principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or others.
2. Upon review, the Principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
3. The Principal will reach the decision and inform the parents in writing within 10 school days after the receipt of the written request.
4. The decision of the Principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within 10 school days after receipt of the written request.
5. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within 10 school days of the written request.

Anti-Bullying/Harassment Policy

It is the policy of Bloomingdale Public Schools to provide a safe and welcoming educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

- 1) **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall include anything that might also be identified as hazing or harassment. This prohibition includes any written, physical, verbal, electronic communication, or psychological abuse, including hazing, gestures, comments, threats, or actions which cause or threaten to cause harm to one or more students, either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one or more students
 - b. Adversely affecting a student's ability to participate in or benefit from the school's educational programs by placing the student 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; or
 - d. Causing substantial disruption in, or substantial interference with, the order operation of the school.
- 2) **Retaliation/False Accusation.** Retaliation or making intentionally false accusations against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy he/she shall promptly report such incident to the Principal, Assistant Principal, teacher or other trusted adult, who shall promptly notify the appropriate building administrator.

C. **Complaints Against Certain School Officials.** Complaints of bullying by staff members or volunteers may be reported to the Principal. Complaints of bullying by the Principal may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to a member of the Board of Education.

D. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the Principal or Assistant Principal. The investigation should be completed within three (3) days after a report or complaint has been made. If an investigation requires more than three days, the Principal and/or Superintendent shall be notified. A description of each reported incident, along with all investigation materials and conclusions reached by the investigator shall be documented and retained for later review should it be necessary.

E. **Notice to Parent/Guardians.** If the investigator determines that an incident of bullying has occurred, he/she shall promptly notify the parent/guardian of the victim of bullying and the parent/guardian of the perpetrator of the bullying. A record of contacts or attempted contacts will be retained.

F. **Annual Reports.** At least annually, the building Principal or designee shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action, to the Board of Education. This report may be given in writing, in person at a regular Board meeting or as otherwise requested by the Board of Education.

G. **Responsible School Official.** The administration shall be responsible for ensuring the proper implementation of this policy. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a Principal or designee as described in this policy.

H. **Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations throughout the school, (c) annually discussed with students, and (d) incorporated into the teacher and student handbooks.

I. Definitions.

- 1) "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity of event whether or not it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that offers off school premises if the device is owned by or under the school district's control.
- 2) "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time.
- 3) "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time.

Harassment occurs when someone continuously, repeatedly and purposefully annoys another person. People have the right to live and carry on their activities without being harassed by others. Harassment will not be tolerated in Bloomingdale Schools. Students found to be harassing others will be disciplined. There are different types of bullying or harassment:

1. Verbal: Repeated name-calling, including racial slurs, explicit and implied threats, etc.
2. Physical: Shoving, pushing, fake hits, shutting lockers on someone, etc.
3. Cyber: harassment through emails, internet, cell phone, or other electronic means
4. Sexual Harassment: Using sexually-degrading words to describe an individual, referring to someone with words like doll, babe, honey, hunk, etc. all constitute sexual harassment if they are unwelcome.
5. Harassment also includes touching someone when they don't want to be touched, blocking someone's path, using sexual gestures, using leers and whistles, showing people inappropriate books or pictures of a sexual nature. One time inappropriate sexual behavior may result in discipline.

**Remember, harassment involves continued and repeated unwanted behavior.

Bullying, (Drama) and Mean Behavior Explanations –

BMHS has a no-tolerance policy for mean behavior and bullying and is dedicated to a safe and supportive learning environment. Two factors help define bullying from other kinds of mean behavior. Bullying involves a pattern of repeated behavior toward another individual. It also involves a power differential (size, age, social status, gender) between the bully and the target. Mean behavior and social conflict ("drama") can occur among peer groups (sometimes called frenemies) and may not be considered bullying. Bullying and mean behavior are not always handled in the same way. BMHS does not tolerate bullying or mean behavior. This includes social/emotional mean behavior as well as physical intimidation or physical contact including unwanted pushing/ shoving/ bumping. Social/emotional bullying includes mean tricks, social exclusion, rude, intimidating, or demeaning comments/gestures that would hurt others or make them feel bad about themselves. Research indicates this type of behavior can be particularly damaging and is not acceptable at BMHS or school activities. While it is not the role of the school to solve all social drama and conflict among students, the school becomes involved when such behavior reaches the point of impacting a student's ability or desire to attend school and/or function safely, comfortably and successfully. Students and teachers are trained against bullying. Students frequently are afraid to report bully activity for fear of retaliation, being labeled a snitch, or believe the school cannot stop it. Most of the

time, this is not true. A bully usually only stops when confronted with intervention. Defending yourself is not being a snitch. The school cannot help if it is not aware of a situation. Reporting can be done verbally or in writing to any staff member or Administrator.

Cyberbullying - What Parents Can Do

Increasingly, parents are calling school wanting the school to solve problems among students stemming from their online activity (Facebook, Instagram, etc.) First, be aware that social media platforms have a minimum age requirement, typically 13 years. The quickest and most effective way to solve a social media problem is to close the student's social media account(s). Blocking certain contacts is another option. Be aware that repeated cyber-bullying or texting is illegal and parents can report abuses to the police. The school will not normally be the cyber police for matters outside school, but may notify parents of issues for parental intervention. Cyberbullying becomes a school matter when it originates or spills over into school. If cyber-bullying spills over into school, the same approach will be taken as with other mean or bullying behavior (conflict resolution, disciplinary consequences, etc.)

BLOOMINGDALE STRIVE ACADEMY

The purpose of the Bloomingdale Strive Academy is to provide an alternative program that will meet the state required expectations for a student to earn a high school diploma. The diploma will be issued from "Bloomingdale Strive Academy."

Students who are working in the Strive Academy must remain in the Strive Academy until they complete their graduation requirements. Students will be allowed flexibility in their day to take a combination of online classes and/or classes in the classroom. Students will be allowed to work in the Strive classroom on their online classes or they may work from home.

Advisory Period

The students who are working in the Bloomingdale Strive Academy are not assigned to an Advisory class period. Therefore, the 0.25 CR/NC does not apply toward graduation requirements for those students graduating from the Strive Academy.

Athletic Participation

Students in the Strive Academy will be allowed to participate in athletics and extracurricular activities. Students will have to meet the same academic eligibility standards as outlined in the Athletic Handbook.

Graduation

Students graduating from the Bloomingdale Strive Academy are expected to complete the specified number of credits in the next section. There will be no Valedictorian, Salutatorian, or Class President selected from those graduating from the Strive Academy. Graduation ceremonies will be scheduled two times per school year at the following Board meetings: January and June.

Minimum Number of Credits Required For Graduation

18.0 credits (As specified by the Michigan Merit Curriculum).

Minimum Credit Requirements By Course/Department

1. English and Language Arts (Excludes Spanish)
 - 1.0 credit of English/Language Arts 9
 - 1.0 credit of English/Language Arts 10
 - 1.0 credit of English/Language Arts 11
 - 1.0 credit of English/Language Arts 12
2. Math
 - 1.0 credit of Algebra I
 - 1.0 credit of Geometry
 - 1.0 credit of Algebra II
 - 1.0 credit of another math credit and must be during the last year in the Strive Academy
3. Science
 - 1.0 credit of Physical Science
 - 1.0 credit of Biology
 - 1.0 credit of Chemistry or Physics
4. Social Studies
 - 1.0 credit of World History and Geography
 - 1.0 credit of U.S. History and Geography
 - 0.5 credit of Economics
 - 0.5 credit of U.S. Government
5. Physical Education and Health
 - 0.5 credit of Fitness
 - 0.5 credit of Health
6. World Languages
 - 2.0 credit of a World Language (must be the same)
7. Fine Arts/Business/Career Education
 - 1.0 credit of Visual, Performing, or Applied Arts
8. Other
 - 1.0 of the credits earned must be through an online course
 - Two 0.5 credit classes must be taken online.

Additional Graduation Requirements

The purpose of the Strive Academy is to allow for flexibility in students' schedules and day. Students' schedules may include online courses and/or courses taken in the classroom. If a Strive student is taking his/her classes in the classroom, he/she must adhere to the same attendance policy as a student in the regular Bloomingdale Middle and High School program. (See pg. 7 for the Attendance Policy). Students who are taking courses online are not expected to adhere to the same attendance policy.

Participation

If a student completes his/her requirements prior to one of the two board meetings (see above for those months), the student will be able to receive his/her diploma at that Board meeting. The student will have the opportunity to invite family and friends to attend the short ceremony at the Board meeting. The ceremony is not required. If a student chooses not to attend the ceremony, he/she may receive his/her diploma in an alternative manner.

Students Working From Home

Students may choose to work on their online classes from home. They must have their own internet and device that is compatible to run the Compass Learning Odyssey program. They are required to log on every day and take part in two-way communication with the alternative teacher at a minimum of one time per weekday. Two-way communication includes emailing or texting back and forth with the teacher, or speaking to the teacher on the phone. Students that are working from home are required to take the state mandated standardized assessment that is specific to the grade in which the student is enrolled.

If a student does not log in every day or does not communicate with the alternative teacher for a period of 10 school days, he/she will be dropped from the program. He/she will receive a letter informing them of the drop.

Van Buren Technology Center

Students in the Strive Academy will be allowed to participate in the programming offered through the Van Buren Technology Center. It may be allowed that students could earn some of their English, Math, or Science credits at the Technology Center. In some cases, students will earn elective credit. However, elective credit is not required for graduating from the Strive Academy.

Z.A.P. PROGRAM

The Z.A.P. Program is not applicable for those classes that are taken online. However, if a student in the Strive Academy takes a class in the classroom the Z.A.P. Program expectations are the same (See p. 20 for the policy).

AGE OF MAJORITY

Upon reaching eighteen years of age, a student may have access to his/her 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. Absences are only permitted for valid reasons as explained in the attendance policy. 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.

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):

Mary Spade, Principal
(269) 521-3913 or mospade@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):

Mary Spade, Principal
(269) 521-3913 or mospade@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, 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 Bloomingdale 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:

Deborah Paquette
Civil Rights Coordinator
PO Box 217
Bloomingdale, 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 Deborah Paquette, Superintendent, 311 E. Willow Street, Bloomingdale, 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 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.

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.

FEDERAL LAW COMPLIANCE

Bloomington Middle and High School 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 Mrs. Deb Paquette, Superintendent 311 E. Willow St, Bloomington, MI. 49026. (269) 521-3900.

EMPOWERING ALL STUDENTS TO MAXIMIZE THEIR POTENTIAL



Bloomingtondale Middle & High School

Covid-19 Handbook Appendix

2020-2021

The Covid-19 Pandemic has placed unanticipated strain on schools, students, families and the community at large. The Board of Education recognizes the extraordinary dangers presented by the Covid-19 to students, staff and their families, as well as the potential of the virus to substantially disrupt school operations, thereby jeopardizing student learning. The Board of Education also recognizes and understands that parents and guardians may not be comfortable with sending their student(s) to school as a result of the Covid-19 Pandemic. Bloomingtondale Public Schools has created a remote learning option for families that wish to avoid sending their students to school during the duration of the Covid-19 Pandemic. This handbook appendix intends to briefly inform parents, guardians and students of changes to school operations specific to the Pandemic, and is not meant to be all-inclusive. If you have specific questions, please contact Mary Spade, Principal at mspade@bdalecards.org or Scott Pfeiffer, Assistant Principal at spfeiffer@bdalecards.org.

Graduation Requirements through the Fall semester of 2020-2021 school year

Class of 2021 must have a minimum of 26.50 credits to graduate out of 29.00 possible credits.

Class of 2022 must have a minimum of 24.75 credits to graduate out of 27.75 possible credits.

Classes of 2023 and Beyond must have a minimum of 23.50 credits out of 25.50 possible credits.

Graduation Requirements through the Spring semester of the 2020-2021 school year

(If we continue with the Covid-19 Schedule)

Class of 2021 must have a minimum of 26.00 credits to graduate out of 28.50 possible credits.

Class of 2022 must have a minimum of 24.25 credits to graduate out of 27.25 possible credits.

Classes of 2023 and Beyond must have a minimum of 23.00 credits out of 25.00 possible credits.

Graduation Requirements through the Spring Semester of the 2020-2021 school year

(If we return to the "normal" six period day schedule)

Class of 2021 must have a minimum of 27.00 credits to graduate out of 29.50 possible credits.

Class of 2022 must have a minimum of 25.25 credits to graduate out of 28.25 possible credits.

Classes of 2023 and Beyond must have a minimum of 24.00 credits out of 26.00 possible credits.

GRADUATION

Grade Point Average and Academic Honors

1. High school credit will be earned by 7th or 8th grade students who complete and receive final passing grades in high school level classes at Bloomingtondale High School. Grades earned in these courses will be used to calculate high school GPA's. Students who took high school level classes as 7th or 8th grade students at another school will only receive high school credit if approved by the high school Principal.
2. Grades from Advanced Placement classes will be weighted on a 5.0 scale.
3. Final GPAs will be based on the total number of honor points earned divided by the total number of credits taken.
4. The following grade-equivalent point values are utilized when calculating students' GPA:
 - A = 4.0
 - A- = 3.7
 - B+ = 3.3
 - B = 3.0

- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D+ = 1.3
- D = 1.0
- D- = 0.7
- E = 0.0

Graduating senior students receiving academic honors will be selected using a formula which awards “academic points” to students based upon their weighted GPA and their highest SAT score. With this formula, students earn 67% of their academic points from their weighted GPA and 33% of their points from their SAT score. Students will be recognized as graduating with the following honors if they achieve the indicated point totals according to the formula:

Academic Point Total = Weighted GPA x 335 + SAT score x 0.4125

- a. Highest Honor = 1801 points or more
- b. High Honor = 1761 to 1800 points
- c. Honor = 1430 to 1760 points

Minimum Credit Requirements By Course/Department

English and Language Arts ~ excludes Spanish (4 credits)

- a. 1.0 credit of English/Language Arts 9
- b. 1.0 credit of English/Language Arts 10 or Advanced English/Language Arts 10
- c. 1.0 credit of English/Language Arts 11 or AP English Composition or AP English Literature
- d. 1.0 credits of Speech and Communications

In rare instances, upon approval by the Principal, credit for Speech and Communications may be substituted with credit for a full year senior/college level English course, which includes a culminating project deemed to be of the same magnitude as Bloomingdale Public School’s Senior Project.

Math (4 credits)

- a. 1.0 credit of Algebra I
- b. 1.0 credit of Geometry
- c. 1.0 credit of Algebra II
- d. (One credit of math must be earned during the senior year)

Science (3 credits)

- a. 1.0 credit of Physical Science OR additional science
- b. 1.0 credit of Biology
- c. 1.0 credit of Chemistry or Physics

Social Studies (3 credits)

- a. 1.0 credit of World History and Geography
- b. 1.0 credit of U.S. History and Geography or AP U.S. History
- c. 0.5 credit of U.S. Government or AP American Government
- d. 0.5 credit of Economics

Physical Education/Health (1 credit)

- a. 0.5 credit of Health
- b. 0.5 credit of Fitness

World Languages (2 credits)

- a. 2.0 credit of a world language (e.g., Spanish), **OR**
- b. 1.0 credit of a world language in addition to one of the following:
 - i. 1.0 credit of a career technical education course
 - ii. 1.0 credit of an *additional* visual or performing arts course

Students may earn world language credits prior to entering high school by taking grade-appropriate world language courses.

Fine Arts/Business/Career Education (1 credit)

- a. 1.0 credit of Visual, Performing, or Applied Arts

Other (1 credit)

- a. 1.0 credit must be earned from an online course, an online learning experience, or an integrated online learning experience

Additional Requirement For Graduation

In addition to earning the required credits, students must complete the equivalent of eight semesters of full time equivalent (FTE) attendance to graduate from Bloomingdale High School.

HONOR ROLL

An honor roll is prepared and published at the end of each-semester.
Honor Roll has two categories:

1. **HIGHEST HONOR ROLL** for students who have earned an "A" in all courses.
2. **HIGH HONOR ROLL** for students who have earned an "A" OR "A-" in all courses.
3. **HONOR ROLL** for students who have earned grades of "B-" and higher in all courses.

TESTING OUT

Michigan Merit Law says: A school district or public school academy shall also grant a student a credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on one (1) or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

Other law in effect regarding testing-out

The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation as the board of the school district may determine, but the board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Participation in Graduation Ceremony

Participation in the graduation ceremony is a privilege rather than a right. Disciplinary consequences resulting from code of conduct violations may include being denied participation in the graduation ceremony. Furthermore, the following procedures will be used in determining who should take part in graduation (commencement) ceremonies.

1. Only those students who have met all academic and financial requirements for graduation will be allowed to participate in commencement activities.
2. A student who is taking adult education courses or correspondence courses must provide the Principal with proof of successful completion before they will be allowed to participate in the ceremonies.
3. Participation in the scheduled graduation practice is mandatory in order for seniors to take part in the graduation ceremony.

Guidance and Counseling

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the Counselor by appointment.

Students Participating in Face-To-Face Instruction

Due to the Covid-19 Pandemic, the student experience at school will be markedly different than in the past. Students will be subject to most school regulations specified in the Code of Conduct as in the past, though some changes to the regulations and school operations have been made to minimize the spread of infection. Students are still expected to adhere to teacher expectations and behavioral norms while in school, on school property and on school-owned transportation and while attending extracurricular activities. If students adhere to our Be the CHANGE (***Considerate, Hard-working, Appreciative, Nice, Goal-oriented and Ethical***) expectations, they will have little difficulty staying out of disciplinary situations. Students who select the Face-to-Face option will only attend school Monday through Thursday.

While Face-to-Face students will not be reporting to school on Fridays, they are still required to sign into their Schoology account and complete assigned learning activities for that day as well as any missed learning activities from the week.

Transportation/Arrival and Dismissal

The building will open for students at 7:55. Students attending the Tech Center will be permitted to leave their bus upon arrival to board the Tech Center bus, which will depart at 7:45. Students that utilize school transportation will need to sit with household members and follow a prescribed seating chart. Buses can only pick up and drop off at one address. Social distancing will be utilized to the extent possible on buses. All riders must wear face masks (unless a medical waiver is provided), and will be required to use hand sanitizer upon boarding the bus. Bus riders in grades 9-12 will enter the school through the entrance by the middle school gymnasium and report directly to their assigned classrooms. Bus riders in grades 6-8 will enter through the STRIVE entrance and report directly to their assigned classrooms. Students being dropped off will need to enter through the High School entrance and report directly to their assigned classrooms. Breakfast will be served in classrooms. Upon dismissal from school, students will proceed directly to their designated exit.

Bus Regulations

Changes from the normal bus transportation procedures are not permitted during the COVID-19 pandemic. Students will need to be picked up and dropped off from the same location. Bus transportation is a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations and promptly responds to the directions and requests of the bus driver. At the beginning of the school

year, the transportation department will distribute bus rules and regulations to students. The discipline for inappropriate student behavior on the school bus will be determined by the transportation department and/or school administration. The discipline will be administered according to the rules and regulations of the transportation department and those set forth in the Bloomingdale Middle and High School Student Handbook. We have the responsibility to transport students safely to school. This requires the cooperation of parents, students, and the Transportation department in the following areas:

1. The stop is located according to State Law, Department of Education regulations and School policy.
2. The bus driver obeys all laws, regulations, and Board policy.
3. All parents must recognize and fulfill their responsibilities in properly instructing their children in the Basic Rules of conduct at the bus stop and on board the bus.
4. Taping devices are installed on buses to ensure the safety of passengers and the driver. The tapes will be used when available.
4. Most important, each student must recognize his/her responsibility to know and to obey all rules and procedures to help the driver and administration provide safe transportation for students. Students should understand all rules and regulations in regards to bus conduct and procedure. These regulations apply to all school sponsored activities.

Basic Rules For Bus Stop Conduct

1. Be on time and about ten minutes early. Plan ahead, get up early, and allow enough time to eat, get dressed, and be at the stop ten minutes early without hurrying. Michigan Law states the student should be visible from 200 yards to turn on flashing lights. Remember that other people are waiting, *the driver cannot and will not wait for you.*
2. Dress for the weather and the time of day. If the driver is late, your dress will allow you to be comfortable.
3. If you know you will not be riding the bus let the driver know this ahead of time.
4. If you are walking to the stop, walk facing traffic on the left-hand side of the road, single file as far from the edge of the road as possible.
5. Wait away from the edge of the road; a bus stop is no place to play. Help your friends; watch out for the younger children; they learn from watching you. Line up with little ones first.
6. Stand back from the road as the bus approaches. Let the bus come to a full stop, use the handrail and take steps one at a time.
7. Cross the road only after the bus has stopped completely, and the driver signals you. Cross at least TEN (10) feet in front of the bus. **NEVER** cross in the back of the bus.
8. Upon departure you must be TEN (10) feet from the bus, the driver will signal you across the road, you must be at least SIXTY (60) feet into your yard when the bus leaves, do not stop at your mailbox or walk around until the bus is out of sight.

Basic Rules For Bus Riding Safety

Face Masks must be worn at all times on the bus.

Hand sanitizer must be used upon entering the bus.

1. Walk quickly to the seat assigned to you by the driver. Students must sit with household members and/or in their assigned seats. Sit facing forward with your feet on the floor and your books, etc. on your lap. Keep feet out of the aisle.
2. Do not open windows except with the driver's permission. Windows may only be opened half way down. Keep your head, hands and arms inside the bus at all times.
3. Musical instruments must be held by the owner. Do not leave them at the front or emergency exit door.
4. Expect to sit with household members. All passengers will have assigned seats and will be socially distanced as much as feasibly possible.
5. Remain seated until the trip is over and the bus has come to a full stop. Enter or leave the bus only at the front except, in case of an emergency, or drill. Each bus route will conduct an emergency evacuation drill at least three times a school year. Students are to obey the directives of the driver and return to the bus when the driver indicates the drill is completed.
6. Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
7. Use classroom conduct. Be courteous. Use no obscene language or gestures. Do not shout at passing persons or vehicles or make unnecessary/disturbing noises.
8. No eating food, including gum and candy, or drinking is permitted. Smoking is forbidden on the bus.
9. Fighting, pushing, shoving, shooting paper wads, throwing objects or other rowdiness will not be tolerated.
10. Report any damage you observe to the driver. Persons responsible for the damage to the exterior or interior of the bus will be responsible for payment and may be denied bus-riding privileges.
11. School bus transportation is a privilege, not a right.
12. On the return trip home students may only be discharged at their regular stop.
13. Requests for a visitor to ride the bus are not permitted.
14. Students must ride the bus they are assigned to at all times.

Bus Riding Discipline

Failure to adhere to the bus rules and regulations will result in the loss of bus riding privileges.

At School

Students will be placed into groups (cohorts) and will remain in the same classroom and with the same cohort of students for the duration of the school day. Teachers will travel to each classroom for instruction of each cohort. Students must remain masked in classrooms and common areas, except for when they are eating breakfast and lunch in their assigned classroom. Students are encouraged to bring their own face masks and hand sanitizer to school. Face masks must be worn in the manner intended and must conform to the school dress code and not contain messaging that, in the opinion of administration, leads students or staff to feel unsafe or would be disruptive to the learning environment or orderly operation of the school. Students will not use lockers and will take their items directly to their assigned classroom. Students are encouraged to leave non-essential items at home because they will not have lockers to keep their items in during the school day. Student cell phones/wireless communication devices must be kept out of sight and on vibrate or silenced so as not to cause a disruption in the learning environment for either the student or others in the classroom. Cell phones/wireless communication devices may be used while students eat lunch. Cell phone/wireless communication device violations may result in parent contact, confiscation of the device or suspension. To prevent the spread of infection, drinking fountains will be disabled. Students are encouraged to bring their own filled water bottles. Water is the only acceptable beverage that students may bring to school. Students are not to share water bottles or other items.

Student Daily Schedule

High School

8:00-9:00 1st Hour & Breakfast
9:00-10:00 2nd Hour
10:00-11:00 3rd Hour
11:00-12:00 Lunch & Learn
12:00-1:00 4th Hour
1:00-2:00 5th Hour

Middle School

8:00-9:00 1st Hour & Breakfast
9:00-10:00 2nd Hour
10:00-11:00 3rd Hour
11:00- 12:00 4th Hour
12:00-1:00 Lunch & Learn
1:00-2:00 5th Hour

Lunch & Learn

Lunch & Learn is a new name for lunch and advisory class. Lunch & Learn will take place for all students Monday -Thursday. All students will have lunch on their own on Fridays and do the “learn” piece to lunch & learn as a remote student. This is a mentoring opportunity between students and faculty. During this time, teachers will be teaching lessons which cover social emotional learning topics. Each teacher in each grade level will teach the same lessons as grade level lessons. Additional components of the class will include the promotion of school spirit and community pride. Students will receive credit (CR) for meeting the requirements of the course and no credit (NC) for failing to meet the course requirements.

Math Elective

The math elective will be a built in math intervention for our students who did not show proficiency in the math standards this past spring. Math teachers, at all grade levels, will be teaching a math elective in order to provide students with another opportunity to show proficiency on the essential standards from the previous school year.

Grade Level Electives

The remainder of the grade level teachers (minus math teachers) will teach a grade level elective together. This grade level elective will take place during the 5th hour.

Chromebooks

All students will be issued a school chromebook. All students are required to follow the computer network and internet acceptable use and safety policy.

Restrooms and Lunch

Cohorts of students will be given scheduled restroom breaks, as well as eat lunch in their assigned classroom. Classrooms will be dismissed for lunch (as well as restroom breaks) in a staggered fashion so as to minimize the amount of students in the hallway at any one time. During lunch, if the weather permits, teachers

may take their students outside and students may remove their masks as long as social distancing is practiced. Individual restroom breaks will be strongly discouraged, but may be permitted on a case-by-case basis. Lunch times are listed below.

HIGH SCHOOL LUNCH TIMES

11:00 - 9th Grade
11:10 - 10th Grade
11:20 - 11th Grade/Strive
11:30 - 12th Grade

MIDDLE SCHOOL LUNCH TIMES

12:00 - 7th Grade
12:10 - 8th Grade
12:20 - 6th Grade

Attendance Policy

Due to the Covid-19 pandemic, we are highly encouraging paper copies of doctor's notes and parent excuse notes to be emailed to Angela Sprague (asprague@bdalecards.org) or Salena Long (slong@bdalecards.org). Board of Education policy requires the attendance of all students every day of the school year. Regular school attendance is important to each student as it affects his/her academic progress and development of positive attitudes and habits for later in life. Absenteeism is one of the most frequent causes of poor academic achievement. The purpose of this policy is to provide attendance guidelines that maintain academic standards for earning course credits. Attendance will be calculated by semester. Good attendance habits are linked with success in school and earning credit in class. Good attendance is also an example of positive self-discipline, dependability, and punctuality.

Face to Face Learners must be present in their cohort classroom every day Monday - Thursday to be counted for attendance. Face to Face Learners must also log in to their Schoology account and complete the learning activities assigned for Fridays in order to be counted as present.

Remote learners must log into their Schoology account every day, Monday - Friday in order to be counted as present.

Loss of Credit Due to Excessive Absences

Students shall not receive credit in any course that they have accumulated 10 or more unexcused absences in.

Excused Absences, Unexcused Absences and Truancy

An absence will be considered excused if a proper excuse note is emailed to the main office by the second day after the student returns to school. Please email the attendance secretary, Salena Long at slong@bdalecards.org. If a student is absent without an excuse by the parent/guardian, it will be considered an unexcused absence and the student will be considered truant.

Leaving School during the day

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

- **Pre-excused:** The student's parents or guardian send an email to the high school secretary, Angela Sprague, at asprague@bdalecards.org.
- **Student Check-out:** 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. 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 permission from the parent or guardian.

Closed Campus

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.

Tardy Policy

The only class that a face-to-face student has the opportunity to be tardy to is first hour. Students are to go directly to their first hour classrooms upon entering the building. All students need to be in their classrooms by 8:00am sharp. Students who fail to get to class on time will be subject to discipline up to and including being placed as a remote learner.

Breakfast & Lunch

A breakfast program will be offered this year. Students interested in having breakfast will eat breakfast in their cohort classroom. Teachers will escort their classrooms to the cafeteria for lunch during their designated lunch times. Students will get their lunches and return to the classroom to eat. If weather permits and the teacher is willing, the cohorts can eat outside for lunch.

Lockers

Students will not be assigned lockers due to the Covid-19 pandemic. Students should bring only the necessary essentials to school which at a minimum includes a chromebook and a chromebook charger. Because lockers will not be assigned, backpacks will be kept in a designated space in the cohort classroom.

ZAP Program

Due to the Covid-19 Pandemic there will be no ZAP (Zeros Aren't Permitted) program.

Make-up Work

All work missed due to absences, including suspensions, must be made up. As long as a student, who was absent, turns in work on-time, according to the teachers expectations, the student will get full credit. If a student is present in class on the day that an assignment is given, he/she is expected to turn in the completed assignment on the due date. If the student is absent on the due date, then the student must turn in the assignment on the day he/she returns to school.

If a student is absent on the day that an assignment is given, then the student will have at least one day to complete the assignment upon his/her return to school before the assignment will be considered late. Teachers may allow additional days for the student to complete the work.

Note: If a student is absent for several days in a row, that student is allotted one day for each excused absence to complete any assignments missed during the absence. Therefore, it is best for parents to obtain assignments that their children miss through their student('s) Schoology account or by emailing individual teachers. In this circumstance, your student will work during his/her absence as a remote learner in order to stay on track with his/her lessons.

DRESS CODE AND STUDENT APPEARANCE

Face masks are required attire except when a student is eating breakfast or lunch or is on a designated mask break.

The dress and grooming exhibited by students of the Bloomingdale School District will be the responsibility of the student and parent or guardian of the student. However, a student shall not dress or groom in a manner which, in the judgement of a building administrator, 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.

1. No wearing of sunglasses in the school building. Sunglasses worn during the school day will be held in the office until a parent comes in to pick them up.
2. No demeaning or obscene clothing which advertises or references tobacco products, alcoholic beverages, or illegal substances are permitted. Clothing that contains profanity, vulgar suggestions, or double meaning/innuendo are not permitted.
3. Skirts and dresses shall measure four (4) inches from the knee if school appropriateness is in question. The administration reserves the right to determine if a skirt or dress meets the appropriate school guidelines.
4. Shorts must measure four (4) inches above the knee if school appropriateness is in question. Athletic shorts must meet the appropriate school guidelines as well. The administration reserves the right to determine if shorts meet the appropriate school guidelines.
5. Tights may only be worn under skirts, dresses, pants, shorts or a lengthy shirt. They are not to be worn as a single item. All items listed above need to cover your rear end and not be revealing.
6. Appropriate leggings and athletic pants are permitted to be worn. The administration reserves the right to determine that leggings and athletic pants that meet the guidelines are not school appropriate if they are revealing.
7. Pants with rips and/or holes in them located above the fingertips when standing upright with arms hanging loosely at one's side are not permitted.
8. Sleeveless shirts or tank tops must have shoulder straps that are at least 1 inch wide. The armholes of the shirt may not be excessively large so as to expose the midriff area.
9. Shirts must completely cover the chest and midriff (no halter tops). The administration reserves the right to make this judgment.
10. Sagging is not permitted. "Sagging" is defined as "Wearing pants with the pant's waist below your waist." The intent is to assure that the rear end is covered.
11. The hood of a sweatshirt, jacket or any clothing **MAY NOT** be worn in the building or on the bus.
12. No gang apparel or gang insignia will be permitted.
13. Belts, bracelets, necklaces, or wristbands with pointed studs will not be permitted.
14. No blankets will be worn in school. If brought to school they need to be kept in your backpack throughout the school day.
15. All masks and PPE apparel must not have signage on them that is a disruption to the educational process. Students are required to wear a mask, at all times, unless the student is eating breakfast or lunch or on a designated mask break.

Assemblies

We will not be having any large group assemblies during the Covid-19 Pandemic.

Classroom Discipline Issues

In the past, if a student was struggling with behavior in the classroom, a teacher might use a lower-level intervention, such as letting the student walk in the hallway or sending a student to the In-School Suspension (ISS) room for the remainder of a class period, to allow the student to calm down and refocus. Because of the cleaning protocols that need to be followed due to the Pandemic, these are no longer options. Students from different cohorts being together in the ISS room increases the chances of virus spread putting multiple cohorts at risk of infection and would complicate contact tracing efforts. Likewise, if students are sent out of multiple classrooms, they could congregate in the hallways, again increasing the risk of multiple cohorts experiencing an outbreak.

As a result, classroom disciplinary issues that require administrative involvement will result in progressive consequences up to and including permanent remote learning or expulsion that take into account the student's age, discipline history, disabilities (if applicable) and the degree to which the safety of others was compromised.

More severe behavioral violations (fighting, possession/use/distribution of tobacco, alcohol, controlled substances and affiliated items, assault, possession or use of a weapon, arson, criminal sexual conduct, etc.) will be handled as in past school years.

Safety Protocols

Students will be required to follow safety protocols as described above (including but not limited to wearing masks as intended, maintaining social distancing, adhering to proper hygiene practices, ie, washing hands or using hand sanitizer as directed by school staff, etc.) consistent with guidelines determined by the Centers for Disease Control and Prevention (CDC), state and the Van Buren County Health Department.

Due to the Covid-19 pandemic, we are highly encouraging paper copies of doctor's notes and parent excuse notes to be emailed to Angela Sprague (asprague@bdalecards.org) or Salena Long (slong@bdalecards.org).

Safety Protocol Violations

Given the extraordinary dangers posed by Covid19, students who deliberately disregard safety protocols or deliberately misuse or waste personal protective equipment (PPE) will be subject to disciplinary action separate from the Code of Conduct.

- A student who refuses to wear a mask and/or take other required safety precautions as directed by school staff in a manner consistent with guidelines determined by the CDC, state and Van Buren County Health Department, or deliberately misuses or wastes PPE will be subject to Out-of-School Suspension (OSS) until a parent/guardian meeting can be held with administration to develop a plan for the student to adhere to guidelines as required. This meeting may take place virtually.
- A student who is a repeat offender for refusing to wear a mask and/or take other safety precautions or deliberate misuse or waste of PPE will result in the student being placed in our staff-created Remote Learning program for the duration of the current semester.
- A student who deliberately engages in conduct that a reasonable person believes would place another student at risk of infection (purposefully coughing on or spitting at another student, for example) will be suspended for up to 10 days, placed into the remote learning option and will face disciplinary action up to and including expulsion.
- If a Face-to-Face student is reassigned to the remote learning program for disciplinary reasons he or she would be excluded from participation in and attendance at all extracurricular activities effective immediately.

A student who presents a valid medical exemption to the requirement to wear a mask, signed by a doctor, shall not be subject to disciplinary action for refusing to wear a mask. Said student would still need to adhere to other safety guidelines, such as social distancing, hand washing and/or use of sanitizer, in accordance with state guidelines, or they would be subject to the consequences listed above.

DRIVING PRIVILEGES

If a student drives 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.

A student must fill out a parking permit form with Mrs. Sprague in the front office. Parents need to sign the form as well.

1. Students who drive to school are giving permission to have their cars searched if there is reasonable suspicion. Please note point 3 on the driving permission slip.
2. No lunch hour driving or riding will be permitted.
3. Students may not enter the building until 7:55am.

4. No sitting in cars parked on school property or standing by cars parked on school property during the school day will be permitted between 7:55am and the end of the school day. To minimize the risk of transmission, students must not congregate after school and must leave school property promptly after dismissal unless they are participating in an extracurricular activity.
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 driving waiver form for permission to drive to the Technology Center. This form must be signed by the parent or guardian and administration of the Technology Center and Bloomingdale Middle and High School. A student will only be allowed to drive to the Technology Center if the proper waiver forms and permission forms are signed by all the appropriate people. During the Covid-19 pandemic, Technology Center students may ride with another student driver if the appropriate rider waiver forms are signed by all the appropriate people.

Students Participating in Remote Learning

Students who participate in the Remote Learning option will face different circumstances than their peers that participate in Face-to-Face Learning. Despite not attending for Face-to-Face instruction, Remote Learning students will be expected to complete all learning activities just as Face-to-Face students will. Students participating in Remote Learning will be required to demonstrate proficiency on essential standards and failure to do so will result in failure to earn course credit. Can we add either before or after this statement "Remote learners and face-to-face learners will be held to the same standards. Whether you are in person or remote your assignments, quizzes and assessments will be graded the same. To be successful in Remote Learning, students must take more responsibility for their learning than they were accustomed to in the spring of 2020. Students will be provided with a Chromebook and Schoology account which will serve as their portal to their online classes and learning activities. Below are requirements for students that participate in Remote Learning.

- Sign in to Schoology on every school day to keep connected and up to date with all classes
- Submit completed assignments and other activities by the established deadline
- Communicate with teachers and examine feedback
- Demonstrate online learning etiquette
- If joining a live class event or recording themselves for a class presentation, wear school-appropriate clothing
- If joining a live class event, enable your device's camera so that you can more effectively interact with your teacher and classmates
- Collaborate with teachers and peers using respectful language and behaviors
- Adhere to teacher expectations and be responsive to teacher instructions

In addition, students participating in the Remote Learning option are encouraged to adhere to the following guidelines to help them be successful.

- Have a dedicated time and space for engaging in learning and completing assignments
- Seek help from teachers as soon as possible when it is needed. Know when teachers will be available and plan to interact with them during those times. Teachers will have office hours on Fridays.
- Avoid multitasking. Complete learning activities with a minimum of distractions to use your time most effectively

Students participating in Remote Learning are subject to the same expectations as students who are participating in face to face learning. Violation of these expectations may result in temporary suspension or Google and Schoology account access, and the student will be required to complete all assigned work upon their resumption of account

access, in the same manner as a student suspended from face to face learning. Students participating in remote learning may also be barred from attending extracurricular activities.

Lunch & Learn

Remote learners will eat lunch on their own but will be responsible for the “learn” part. This is a new name for advisory. This is a mentoring opportunity between students and faculty. During this time, teachers will be teaching lessons which cover social emotional learning topics. Each teacher in each grade level will teach the same lessons as grade level lessons. Additional components of the class will include the promotion of school spirit and community pride. Students will receive credit (CR) for meeting the requirements of the course and no credit (NC) for failing to meet the course requirements.

Math Electives

The math elective will be a built in math intervention for our students who did not show proficiency in the math standards last spring. The math teachers at all levels will be teaching a math elective to these students who need to go back and be re-taught the essential standards from the previous year.

Grade Level Electives

The remainder of the other grade level teachers (minus math teachers) will teach a grade level elective together. This grade level elective will take place during the 5th hour.

Chromebooks

All students will be issued a school chromebook. All students must agree to follow the computer network and internet acceptable use and safety policy.

Attendance Policy

Board of Education policy requires the attendance of all students every day of the school year. Regular school attendance is important to each student as it affects his/her academic progress and development of attitudes and habits for later life. Absenteeism is one of the most frequent causes of poor academic achievement. The purpose of this policy is to provide attendance guidelines that maintain academic standards for earning course credits. Attendance will be calculated by semester. Good attendance habits are linked with success in school and earning credit in class. Good attendance is also an example of positive self-discipline, dependability, and punctuality.

Remote Students must log in to their Schoology account every day of the week, Monday through Friday, to be counted for attendance.

Loss of Credit Due to Excessive Absences

No student will receive credit in a course in which the student has accumulated 10 or more unexcused absences.

Excused Absences, Unexcused Absences and Truancy

An absence will be considered an excused absence if a proper excuse note is emailed to the main office by the second day after the student returns to school. Please email the attendance secretary Salena Long at slong@bdalecards.org If a student is absent without an excuse by the parent/guardian, it will be considered an unexcused absence and the student will be considered truant.

Classroom Expectations

All remote students are expected to follow classroom rules when they apply to the remote learning environment.

Communication

All remote students must make 1 two-way contact with each of their teachers weekly as well as be available to their teachers and/or administrators upon request. Failure to communicate could result in loss of credit.

Chromebooks

All students will be issued a school chromebook and are required to follow the computer network and internet acceptable use and safety policy.

Grading Policy

Remote students will be held to the same standards of grading as the Face-to-Face students and must complete all the classroom requirements and expectations of the various teachers.

Bloomingtondale Strive Academy **Covid-19 Handbook Appendix** **2020-2021**

The Director of the Strive Academy is Nikki Meloche.

Please contact her at nmeloche@bdalecards.org or 269-250-7149

The purpose of the Bloomingtondale Strive Academy is to provide an alternative program that will meet the state required expectations for a student to earn a high school diploma. The diploma will be issued from “Bloomingtondale Strive Academy.”

Students who are working in the Strive Academy will remain in the Strive Academy until they complete their graduation requirements. Students will be allowed flexibility in their day to take a combination of online classes and/or classes in the regular classroom. Students will be allowed to work in the Strive classroom on their online classes or they may work from home.

Advisory Period

The students who are working in the Bloomingtondale Strive Academy are not assigned to an Advisory class period. Therefore, the 0.25 CR/NC does not apply toward graduation requirements for those students graduating from the Strive Academy.

Athletic Participation

Students in the Strive Academy will be allowed to participate in athletics and extracurricular activities. Students will have to meet the same academic eligibility standards as outlined in the Athletic Handbook.

Graduation

Students graduating from the Bloomingtondale Strive Academy are expected to complete the specified number of credits in the next section. There will be no Valedictorian, Salutatorian, or Class President selected from those graduating from the Strive Academy. Graduation ceremonies will be scheduled three times per school year at the following board meetings: December, March, and June.

Minimum Number of Credits Required For Graduation

18.0 credits (As specified by the Michigan Merit Curriculum).

Minimum Credit Requirements By Course/Department

English and Language Arts ~ excludes Spanish

1.0 credit of English/Language Arts 9
1.0 credit of English/Language Arts 10
1.0 credit of English/Language Arts 11
1.0 credit of English/Language Arts 12

Math

1.0 credit of Algebra I
1.0 credit of Geometry
1.0 credit of Algebra II
1.0 credit of another math credit and must be during the last year of BAA

Science

1.0 credit of Physical Science
1.0 credit of Biology
1.0 credit of Chemistry or Physics

Social Studies

1.0 credit of World History and Geography
1.0 credit of U.S. History and Geography
0.5 credit of Economics
0.5 credit of U.S. Government

Physical Education and Health

0.5 credit of Fitness
0.5 credit of Health

World Languages

2.0 credit of a World Language (must be the same)

Fine Arts/Business/Career Education

1.0 credit of Visual, Performing, or Applied Arts

Other

1.0 of the credits earned must be through an online course
* Two classes must be taken online.

Additional Graduation Requirements

The purpose of the Strive Academy is to allow for flexibility in a students' schedule and day. Students' schedules may include online courses and/or courses taken in the classroom. If a Strive student is taking his/her classes in

the classroom, he/she must adhere to the same attendance policy as a student in the regular Bloomington Middle and High School program. (*See pg. 6 for the Attendance Policy*). Students who are taking courses online from home are not expected to adhere to the same attendance policy.

Participation

If a student completes his/her requirements two weeks prior to one of the three board meetings (*see above for those months*), the student will be able to receive his/her diploma at that board meeting. The student will have the opportunity to invite family and friends to attend the short ceremony at the board meeting. The ceremony is not required. If a student chooses not to attend the ceremony, he/she may receive his/her diploma in an alternative manner.

Strive Students Working From Home & Communication

Students may choose to work on their online classes from home. They must have their own internet and device that is compatible to run the Edgenuity program. Students are required to log on every day and complete that day's lessons/assignments as identified by their Edgenuity course map for every class they are enrolled in.

Two-way Communication

Strive students who work from home are required to take part in two-way communication with the alternative teacher/mentor *at a minimum of one time per weekday*.

Two-way communication includes: emailing or texting back and forth with the teacher/mentor, or speaking to the teacher/mentor on the phone in regards to a specific class or specific lesson.

If a student does not log on every day or does not communicate with the alternative teacher/mentor for a period of 10 school days, he/she will be dropped from the program. He/she will receive a letter in the mail informing them of the drop.

State-Mandated Standardized Assessments

Students that are working from home are required to take the state mandated standardized assessment that is specific to the grade in which the student is enrolled.

Van Buren Technology Center

Students in the Strive Academy will be allowed to participate in the programming offered through the Van Buren Technology Center. It may be allowed that students could earn some of their English, Math, Science, or Foreign Language credits at the Technology Center. In some cases, students will earn elective credit. However, elective credit is not required for graduating from the Strive Academy.

Z.A.P. PROGRAM

The ZAP Program will not be available during the Covid-19 Pandemic.

“Empowering all students to maximize their potential”