

Byron Center High School Student Handbook 2023-2024

Welcome to Byron Center High School. Please read and know our school policies. Knowing and following the policies of Byron Center High School is important to ensure a positive experience for all students. Our goal is to create a professional environment where all students learn at high levels. Please understand that in order for this to happen, we must each do our best to contribute to the culture of our school in a positive way. Best wishes for a school year full of challenges and successes!

Mr. Troy Reedy, Principal (878-6601)
 Mrs. Lesley Emmons, Assistant Principal (878-6603)
 Mr. Jason Schut, Assistant Principal (878-6602)
 Mrs. Christy Wierenga, Director of Student Development (878-6604)
 Mr. Brady Lake, Athletic Director (878-6641)
 Mr. Logan Copeyon, School Resource Officer (878-6609)
 Mrs. Libby Bonnell, Guidance Counselor (878-6631)
 Ms. Addison Huss, Guidance Counselor (878-6633)
 Mrs. Amanda Weaver, Guidance Counselor (878-6608)
 Mr. Wade Zeilenga, Guidance Counselor (878-6632)
 Main Office Line (878-6600)
 Attendance Line (878-6610)
 Guidance Office (878-6630)

School Colors: Orange and Black
School Mascot: Bulldog
School Code: 230-445



PowerSchool Link: <http://powerschool.bcpsk12.net>

NORMAL SCHOOL DAY <i>School hours</i> 7:55 a.m. to 2:50 p.m.	FLEX DAY SCHEDULE	HALF-DAY SCHEDULE	TWO-HOUR DELAY SCHEDULE
1 st hour 7:55 – 8:55 60 min. 2 nd hour 9:00 – 10:00 60 min. 3 rd hour 10:05 – 11:05 60 min. 4 th hour 11:10 – 12:40 60 min. 5 th hour 12:45 – 1:45 60 min. 6 th hour 1:50 – 2:50 60 min. Lunch A Lunch 11:05 – 11:35 B Lunch 11:38 – 12:08 C Lunch 12:10 – 12:40	1 st hour 7:55 – 8:50 55 min. 2 nd hour 8:55 – 9:50 55 min. 3 rd hour 9:55 – 10:50 55 min. 4 th hour 10:55 – 12:20 55 min. 5 th hour 12:25 – 1:20 55 min. FLEX 1:25 - 1:50 25 min. 6 th hour 1:55 – 2:50 55 min. Lunch A Lunch 10:50 – 11:20 B Lunch 11:20 – 11:50 C Lunch 11:50 – 12:20	1 st hour 7:55 – 8:25 30 min 2 nd hour 8:30 – 9:00 30 min 3 rd hour 9:05 – 9:35 30 min 4 th hour 9:40 – 10:05 25 min 5 th hour 10:10 – 10:35 25 min 6 th hour 10:40 – 11:10 30 min EXAM SCHEDULE 1 st Exam: 7:55 - 9:30 2 nd Exam: 9:35 - 11:10	1 st hour 9:55 – 10:30 35 min 2 nd hour 10:35 – 11:10 35 min 4 th hour 11:15 – 12:45 60 min 3 rd hour 12:50 – 1:25 35 min 5 th hour 1:30 – 2:05 35 min 6 th hour 2:10 – 2:50 35 min Lunch A Lunch 11:10 - 11:40 B Lunch 11:42 - 12:12 C Lunch 12:15 - 12:45

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to read the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the high school office. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION STATEMENT

“Helping Students Build Success Stories”

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SECTION I: SAFETY, SECURITY AND CODE OF CONDUCT

SILENT OBSERVER AND FAST 50 PROGRAM

SILENT OBSERVER is a way of providing area residents with a safe and anonymous way of reporting crime. The mission of the Silent Observer Program is to provide a channel of communication and rewards for anonymous information to assist law enforcement through encouraging citizen and business participation and support; and to help insure a safe community. Silent Observer has a program for middle and high school students. The Silent Observer program recently developed the Fast 50 Program for teenage students so they can fight crime in their schools without fear of reprisals. Students with information on drugs, vandalism or major theft can call the regular Silent Observer tip-line at 774-2345. If the student's information leads to the recovery of the drugs, weapons, or stolen property or clears up vandalism, that student will receive a \$50 reward. The decision for police intervention will be left up to the involved school. **Silent Observer will double the reward to \$100 if the tip leads to the recovery of illegal weapons at school.**

To become a Silent Observer call 774-2345 or download the free P3tips mobile app.

GUARANTEED ANONYMITY: Silent Observer will not attempt to determine your identity. However, we cannot protect your anonymity if you tell anyone you are a Silent Observer.

- **Report the crime:** Give the operator as much information as you can. The more details, the better the tip and the greater chance that the tip will result in an arrest.
- **Remember your special ID number:** The operator will assign a code number that is given to you.
- **Earn a Reward:** If police make an arrest based directly on your tip and the suspect is bound over to Circuit Court, you will earn a reward.
- **Follow up:** Call 454-9110 if you wish to follow-up on your tip or check the status of a reward.

Students are expected to report crimes in school. Failure to do so could result in disciplinary action. See Code of Conduct.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer at 616-878-6121.

DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines: (1) clothing that will damage school property such as cleats, chains, or rivets may not be worn; (2) hats, visors, bandanas, and/or hoods are not to be worn in the school; (3) no clothing may be worn that advertises cigarettes, alcohol, drugs, weapons or have any sexual implications; (4) no clothing may be worn that identifies gang affiliation or be worn in a manner that identifies gang affiliation; (5) student clothing is expected to be modest; tops must cover the shoulders, may not be low cut, may not be see through, and may not expose the midriff. The following clothing and accessories are not permitted: costume wear, short shorts or short skirts (No more than 6 inches above the knee), ripped clothing higher than 6 inches above the knee, pajamas and/or slippers, blankets, and studded jewelry. No sagging of the pants. Shoes must be worn at all times in school. Parents will be called to bring proper clothing for the student to wear or the student will be sent home. Persistent dress code violations will be considered insubordination.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting. Students who are representing Byron Center High School at an official function or public event will be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

STUDENT DISCIPLINE CODE OF CONDUCT

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

FOR THE COMMON GOOD

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

The following examples of inappropriate conduct could result in a warning, detention, suspension, expulsion, referral to appropriate law enforcement agencies, or payment of damages, depending upon the circumstances of the case, and could warrant action by the Board of Education for the violation committed. These examples are not the only acts or conditions for which disciplinary action is arranged, nor do they, in any way, limit these regulations and rules. The offenses and penalties listed are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not outlined.

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

STATE-MANDATED PERMANENT EXPULSIONS

- -
- -

A district, or the district's designee, is required to permanently expel a pupil from the district for weapons, arson, criminal sexual conduct or physical assault to an employee, volunteer, or a person contracted by the school district, subject to the mitigating factors in MCL 380.1310d, specified below. These are referred to as "State Mandated" Expulsions.

- **Dangerous Weapons**
 - A pupil found to be in possession of a dangerous weapon in a weapon free school zone, must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code- section 380.1311(2)) until such time of reinstatement under section 380.1311(5).
 - Dangerous weapons are defined as a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles. Firearm is defined under the federal Gun-Free Schools Act of 1994 as:
 - Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such weapon.
 - Any firearm muffler or firearm silencer.
 - Any destructive device.
 - A school board, or the district designee, is not required to expel the pupil if the pupil can establish in a clear and convincing manner at least one of the following:
 - The object or instrument possessed by the pupil was not possessed for the use as a weapon, or for a direct or indirect delivery to another person for the use as a weapon.
 - The weapon was not knowingly possessed by the pupil.
 - The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
 - The weapon was possessed by the pupil at the suggestion, request or direction of, or with the express permission of school or police authorities.
- **Arson**
 - A felony violation of Chapter X of the Michigan penal code MCL 750.71-80. A pupil found to be guilty of committing arson in a school building or on school grounds must be separated from the general pupil population and is expelled from all public school districts within the state. (Revised School Code - Section 380.1311(2)) until such time of reinstatement under Section 380.1311(5).
- **Criminal Sexual Assault**
 - A violation of Section 520(b)-(g) of the Michigan Penal Code being MCL 750.520(b)-(g). A pupil who commits criminal sexual conduct in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311(2)) until such time of reinstatement under Section 380.1311(5). A pupil who commits criminal sexual conduct against another pupil enrolled in the same school district may be suspended or expelled from school if it is determined that the interest of the school is served by the student's suspension or expulsion. (MCL 380.1311(1))
- **Physical Assault - Pupil to Employee, Volunteer or a Person Contracted by the District**
 - Defined in section 380.1311a of the Revised School Code as the act of intentionally causing or the attempting to cause physical harm to another through force or violence. A pupil, in grade 6 or above, who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311a(1)) until such time of reinstatement under Section 380.1311a(5).

BYRON CENTER HIGH SCHOOL EXPECTATIONS AND CONSEQUENCES - See chart below for consequences related to each.

1. Possession/use of a weapon: A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, chairs, jewelry, etc. Any object that is used to threaten or harm another may be considered a weapon. Pneumatic guns are considered weapons and are not allowed on school property, including BB guns and paintball guns. Intentional injury to another can be a felony and/or a cause for civil action. Criminal charges may be filed for this violation. Violation of this rule could result in expulsion. Knives of any kind or size are not allowed on school property and should not be kept in vehicles.

2. Arson/Purposely setting a fire: Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violation of this rule will result in expulsion.

3. Criminal Sexual Assault/Conduct: CSC on school grounds or at a school function is permanent expulsion under state law. CSC committed against another pupil enrolled in the same school district is a discretionary suspension or expulsion under state law.

4. Physically assaulting a staff member/student/person associated with the District: Physical assault (fighting) on a staff member will result in expulsion. Physical assault on a student or other person may result in charges being filed and the student will be suspended and/or expelled. The School will have

jurisdiction during the school day, at school activities or on school grounds, and when students are en route to and from school. Violation of this rule will result in expulsion under the guidelines of the State of Michigan.

5. **Fighting:** Fighting is any non-approved physical altercation between two active participants (not aggressive behavior or assault). Students fighting in school, at school activities, or on school property will be suspended. Students are disciplined based on their involvement. Students involved in instigating the fight will be disciplined as well.

6. **Aggressive Behavior:** Aggressive behavior is any aggressive verbal or physical act by an individual. Students exhibiting aggressive behavior in school, at school activities, or on school property will be suspended. Students are disciplined based on their involvement. Students involved in instigating aggressive behavior will be disciplined as well.

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

8. **Use, possession or distribution of drugs/alcohol:** The use of and the unlawful possession of illicit drugs and alcohol is wrong and harmful. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and during transportation. This means that any activity: possession, sale, intent to sell, distribution, purchase, or use of drugs, synthetic cannabinoids and other synthetic drugs, alcohol, fake drugs, steroids, inhalants, inappropriately used prescription drugs, or look-alike drugs and drug paraphernalia is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. If caught, law enforcement officials may be contacted. Violations of this rule will result in up to a 10-day suspension and possible expulsion. Students caught with an illegal substance are subject to the same consequences. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession. Students who violate the drug abuse section of the Code of Conduct may be assigned to in-school suspension in total or in part, if they agree to participate in a voluntary alcohol/drug education program approved by the principal.

9. **Smoking/Tobacco/Vaping:** Possession or use of tobacco in any form on school grounds or school-sponsored events will result in a minimum suspension of 1 day. This includes tobacco, vapes, and look-alikes.

10a. **Falsification of school work, identification, forgery, cheating, or plagiarism:** Forgery of hall and office passes and excuses as well as IDs are forms of lying and are not acceptable. Use of another student's documents, electronic or hard copies, is a violation of this policy. Plagiarism, or using others material, without giving credit to the source, is not acceptable. Violation of this rule could result in failing the assignment, possibly failing the course, and a possible detention or suspension.

10b. **Cheating in an online course or falsification of schoolwork, identification, and/or forgery or plagiarism:** Cheating is defined as an act of lying, deception, fraud, trickery, imposture, or imposition. In online courses, the main forms of cheating are cutting, copying, and pasting information from websites, sharing notes, and using Google to look up answers to questions on quizzes and tests.

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

12. **Explosives:** Possession or use of explosives, fireworks, and chemical-action objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in a suspension or expulsion and police referral.

13. **Trespassing:** Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of an administrator. Violations of this rule will result in suspension or expulsion, law enforcement action, and possible legal ramifications. During the suspension or expulsion period the student is not allowed to participate or attend any school district sponsored activities.

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

15. **Insubordination/Disobedience:** School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Violations of this rule can result in at least a one day suspension or expulsion. Any student who refuses a search under the guidelines of the search and seizure school code, which includes a PBT (Breathalyzer Test), is subject to the discipline of the disciplinary infraction in question. This includes athletic penalty if applicable. This discipline could result in suspension or expulsion. Fleeing when under search will be treated as admission of guilt of the highest penalty.

16. **Damaging property:** Vandalism and disregard for school property will not be tolerated. Violations will result in at least a one day suspension or expulsion, and restitution must be paid.

17. Persistent tardiness and unexcused absences: Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Students with unexcused absences will receive a detention. (See Attendance on page 15 for further details.)
18. Refusing to accept discipline: The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal could result in a suspension or expulsion.
19. Aiding or abetting violation of school rules: If a student assists another student in violating any school rules, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
20. Displays of affection: Students demonstrating affection between each other is personal and not appropriate in school. This includes touching, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in parental contact, detention, suspension from school, or possible expulsion.
21. Possession of electronic equipment: The school supplies most electronic equipment necessary in school. All electronic devices may only be used or visible in classrooms with teacher permission, before school, after school, at lunch in the designated area, during passing time, and during the last 5 minutes of school with teacher permission.. Staff members have the right to confiscate the device if the student uses a device inappropriately or at a time not allowed by the teacher or school policy. This includes text messaging. Laser pointers will be considered a violation of this rule. Byron Center High School is not responsible for any lost or stolen items.
22. Violation of individual school/classroom rules: Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Repeated violations of rules could result in academic detention, suspension or expulsion.
23. Violation of bus rules: Please refer to “Transportation Section” on page 32 for bus rules.
24. Disruption of the educational process: Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of classes, assemblies, field trips, athletic, and performing arts events. Violations of this rule could result in a detention, suspension or expulsion.
25. Extortion: Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in suspension or expulsion.
26. Gambling: Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule will result in a suspension or expulsion.
27. Profanity/vulgarity: Inappropriate language is not acceptable. Violations of this rule could result in detention, suspension, or expulsion.
28. Inappropriate and Gross Misbehavior: Misbehavior - misconduct exceeding reasonable limits. This will result in parent contact, possible detention, suspension, expulsion, and possible legal action.
29. False Accusations: Students making false accusations or false reports are subject to detention, suspension and/or expulsion.
30. Reckless Driving: Speeding, burnouts, power sliding, turfing, and other forms of reckless driving are strictly prohibited. Violation will result in loss of driving privileges, and possible detention and /or suspension and police referral.
31. Areas off limits: Students are not allowed to be in the gymnasium, weight room, classrooms, copy rooms, or balcony unless they are under the supervision of a teacher or coach. Under no circumstances are students to climb the closed bleachers. Students referred to the office should report directly to the office staff, be seated, and remain quietly seated until an administrator can talk with them.
32. Student disorder/demonstration: Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact an administrator to discuss the proper way to plan such an activity. Student input appreciated, all student petitions or demonstrations should be conducted through the student leadership. Students who cause or disrupt the educational process or the School may be subject to suspension or expulsion. Violation of these rules will result in a possible suspension.
33. Dress code violations: See handbook section on dress code on page 3.
34. Knowledge of Dangerous Weapons or Threats of Violence: Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
35. Unauthorized use of school or private property: Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

36. Misconduct away from school: Any act outside of school that affects the educational process in school is a violation of school rules and is subject to discipline based on that offense.
37. Harassment & Bullying: It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on District property or at any school related events, on or off district property.
- Sexual Harassment
 - A. Verbal: A written or oral sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
 - B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
 - C. Physical: Threatened, attempted, or actually unwanted bodily contact, including but not limited to, patting, pinching, pushing the body, or coerced sexual intercourse.
 - Gender/Ethnic/Religious/Disability/Height/Weight Harassment
 - A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning another person's gender, national origin, religious beliefs, etc. or conducting a "campaign of silence" toward a fellow student, staff member, or other person, associated with the District by refusing to have any form of social interaction with the person.
 - B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
 - C. Physical: Any intimidating or disparaging action such as hitting or spitting on another person.
 - The Revised School Code: State of Michigan, Section 1310b
 - (10)(b) "Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following located under (10)(c)
 - (10)(c) "Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:
 - (i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
 - (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
 - (iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
 - (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
 - Any student who believes that s/he is the victim of any of the above actions or have observed such actions taken by another student, staff member, or other person associated with the district, should promptly take the following steps:
 - If the alleged harasser is a student, staff member, or other person associated with the district other than the student's assistant principal or principal, the affected student should, as soon as possible after the incident, contact the assistant principal or principal.
 - If the alleged harasser is the student's principal, the affected student should, as soon as possible, after the incident, contact the assistant superintendent.
 - The student must submit a report in writing and sign it. If the report is made in person or by telephone, the student must follow up with a signed report within two school days. The reporting student should provide the name of the person(s) s/he believes to be responsible for the harassment and the nature of the harassing incident(s).
 - The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
 - If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Discipline may include expulsion, suspension, verbal or written warning, in-school suspension, restriction of privileges (extra and/or co-curricular) or detention.
 - All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.
 - Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

DISCIPLINE CHART (Summary of that which is stated above)

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

	possible police referral and parent conference		
8A. Use of drugs/alcohol - use or possession. Includes coming to school under the influence and possession of paraphernalia.	10 day OSS with loss of privileges, possible police referral, possible recommendation of long term suspension up to expulsion and parent conference	10 day OSS with recommendation of long term suspension up to expulsion, possible police referral, and parent conference	X
8B. Drug distribution: transfer, sale or the intent to sell or purchase of drugs.	10 day OSS with recommendation of long term suspension up to expulsion, police referral, and parent conference	X	X
9. Use or possession of tobacco or nicotine (including electronic paraphernalia) on school grounds.	1 day ISS and an approved online module	2 day OSS with possible loss of privileges and police referral	3 days OSS and police referral
10a. Cheating or falsification of schoolwork, identification, and/or forgery or plagiarism.	0% for a grade on assignment. Teacher will allow student to redo the assignment with a maximum grade of 50% after completion of a learning module, possible detention or suspension.	0% for a grade on assignment, Teacher may require student to redo the assignment with a maximum grade of 50%, assigned learning module, possible detention or suspension.	3rd offense 50% maximum grade for 9 week marking period in that course, possible detention or suspension.
10b. Cheating in an online course or falsification of schoolwork, identification, and/or forgery or plagiarism.	student will receive a 0% on the assignment and parents will be notified, assigned online learning module, possible detention or suspension.	student will restart the class they are currently enrolled in and parent notified, possible detention or suspension.	student will restart the class they are currently enrolled in and parent notified, possible detention or suspension.
11. Setting false alarms/false reports (Bomb Threats, fire, etc.)	10 day OSS with recommendation of long term suspension up to expulsion, police referral, and parent conference	X	X
12.A.Possession of Explosives	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion. Possible police referral.	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion. Possible police referral.	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion. Possible police referral.
12B. Use of Explosives	10 day suspension with recommendation of long term suspension up to expulsion, possible police referral.	X	X
13. Trespassing/loitering	1 to 5 days OSS, possible police referral	3 to 10 days OSS, possible police referral	5 to 10 days OSS, possible police referral
14. Theft	1 to 3 days OSS, possible police referral.	3 to 5 days OSS, possible police referral.	5 to 10 days OSS, possible police referral.
15. Insubordination	Up to 3 days OSS, parent conference	Up to 5 days OSS, parent conference	Up to 10 days OSS, parent conference. Further insubordination may result in

			long term suspension up to expulsion
16. Damaging property	Up to 10 days OSS plus fines (Extreme Damage = 10 day OSS plus rec. for expulsion)	Up to 10 days OSS plus fines, possible recommendation of long term suspension up to expulsion	Up to 10 days OSS plus fines, and possible recommendation of long term suspension up to expulsion
17. Unexcused absence	Detention	Detention	Detention
17A. Persistently tardy	5th Tardy - Assigned Module	6th and beyond - Detention	6th and beyond - Detention
18. Refusing to accept discipline ex: skipping detention or lunch detention, unpaid parking tickets or refusal to turnover cell phone.	Up to 3 day suspension	Up to 5 days OSS	Up to 10 days OSS, possible recommendation of long term suspension up to expulsion.
19. Aiding and abetting violation of school rules	See discipline for that rule violation.	See discipline for that rule violation.	See discipline for that rule violation.
20. Engaging in displays of affection	Student calls home to parent	Parent phone call & detention.	Parent phone call, detention or suspension for insubordination.
21. Possession of electronic equipment outside of what the school policy permits	Device collected by school staff. Student pickup at the end of the day.	Same as first offense plus detention	Device collected and picked up by parents plus 1 day ISS for insubordination. Pickup at the end of the day.
22. Violation of classroom rules	1 Hour Academic Detention	1 Day ISS	3 Day OSS
23. Violation of bus rules	To be determined by Transportation Department	To be determined by Transportation Department	To be determined by Transportation Department
24. Disruption of the educational process	Up to 10-day suspension with possible recommendation of long term suspension up to expulsion.	1-10 day suspension with possible recommendation of long term suspension up to expulsion.	1-10 day suspension with possible recommendation of long term suspension up to expulsion.
25. & 26. Gambling/Extortion	1-10 day suspension w/possible recommendation of long term suspension up to expulsion	1-10 day suspension w/possible recommendation of long term suspension up to expulsion	1-10 day suspension w/possible recommendation of long term suspension up to expulsion
27. Profanity/vulgarity/inappropriate language	Up to 3 day OSS	Up to 5 day OSS	Up to 10 day OSS, possible recommendation of long term suspension up to expulsion
28. Inappropriate and gross misbehavior	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion
29. False accusations/ lying to staff members	Up to 10 day OSS, possible recommendation of long term suspension up to expulsion	Up to 10 day OSS, possible recommendation of long term suspension up to expulsion	Up to 10 day OSS, possible recommendation of long term suspension up to expulsion

30. Reckless driving	Loss of driving privileges for up to 1 month, police referral.	Loss of driving privileges for semester, police referral	Loss of driving privileges for remainder of school year and police referral.
31. Areas off limit to students	See inappropriate behavior	See inappropriate behavior	See inappropriate behavior
32. Disorder/ demonstration	1 to 10 day OSS, with possible police referral, parent conference, and possible recommendation of long term suspension up to expulsion	1 to 10 day OSS, with possible police referral, parent conference, and possible recommendation of long term suspension up to expulsion	1 to 10 day OSS, with possible police referral, parent conference, and possible recommendation of long term suspension up to expulsion
33. Dress Code violations	Change or call home (must wait in the office for a change of clothes to come). Hats, hoods, and other violations will be dealt with individually.	Detention	1 Day ISS
34. Failure to report knowledge of dangerous weapons or threats of violence	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion	Up to 10 day suspension with possible recommendation of long term suspension up to expulsion
35. Unauthorized use of school or private property	1-10 day OSS	1-10 day OSS	1-10 day OSS with recommendation of long term suspension up to expulsion
36. Misconduct Away from School (including online harassment) that interferes with the educational process at school.	See related handbook offense. Up to 10 day suspension and possible police referral.	See related handbook offense. Up to 10 day suspension and possible police referral.	See related handbook offense. Up to 10 day suspension with possible recommendation of long term suspension up to expulsion and possible police referral.
37. Harassment and/or bullying. Including online harassment and bullying.	Up to 10 day OSS. Possible recommendation of long term suspension up to expulsion and police referral.	5 to 10 day OSS. Possible recommendation of long term suspension up to expulsion and police referral.	10 day OSS. Possible recommendation of long term suspension up to expulsion and police referral.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the discipline match the severity of the incident.

DISCIPLINE - EXTRA CURRICULAR EVENTS

All school rules and expectations carry over to extra curricular events, whether on Byron Center property or at another location. Any student who has been removed from a school sponsored event shall be denied access to future school sponsored events. This includes, but is not limited to sporting events and fine arts performances. Any student that exceeds 12 absences forfeits rights to extracurricular events.

DETENTIONS

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parent's notice. The student or his/her parents are responsible for transportation. Detentions by a teacher are 60 minutes after school in a designated room. Students are to bring enough homework for the duration of this period.

Detention will be in session from 2:50 p.m. to 4:50 p.m. (Tardy detentions of 45 minutes or less shall be served in the morning per tardy policy). Assigned students will attend either a one-hour or a continuous two-hour period (depending on disciplinary action). Each student shall arrive with sufficient educational materials to be busy during this two-hour study period.

A student has one opportunity to reschedule a detention, and it must be rescheduled with administration prior to 2:45 p.m. on the date the detention was initially scheduled for. If the student does not reschedule the detention prior to this date and time and they do not attend the entire detention, they will be considered “skipping” and progressive discipline will be applied which may result in a one day out of school or in school suspension. Any such suspension will be in accordance with district guidelines on suspension and expulsion.

- Students are required to have coursework with them
- Students are not to communicate with each other unless given special permission to do so
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise
- Students are not allowed to sleep
- No radios, cards, or other recreational articles shall be allowed in the room
- No food or beverages shall be consumed except water
- Transportation to and from shall be the responsibility of the student

LOSS OF PRIVILEGES

Students who are disciplined for possession and/or use of inappropriate substances (tobacco, vapes, drugs, alcohol, etc.) may lose privileges at school. Loss of privileges will include the privilege of attending school dances and/or being approved to attend school dances at other schools.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student’s parents. When leaving items in the locker rooms students **must** lock up their belongings. The school is not responsible for lost or stolen items. Locks can be obtained from the PE teacher or from the Athletic Director.

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Please see Board Policy and the District’s Hearing Rights and Procedures form for relevant information regarding student due process rights during disciplinary procedures. The information below provides only a summary.

SUSPENSION LESS THAN 10 DAYS FROM SCHOOL

Before making the decision to suspend a student for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal an administrator’s decision to suspend a student for 10 or fewer school days to the Principal or his or her designee. The appeal must be submitted in writing to the Principal or his or her designee within 3 calendar days of the suspension. The Principal’s or his or her designee’s decision is final. The student will remain suspended while the appeal is pending.

IN-SCHOOL SUSPENSION

Suspension from Class, Subject, or Activity by Teacher

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

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

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

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

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

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

SUSPENSION MORE THAN 10 DAYS AND LESS THAN 60 DAYS

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

EXPULSION FROM SCHOOL – 60 DAYS OR MORE

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

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

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

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

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

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

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

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

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

SEARCH & SEIZURE

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

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right to not return items that have been confiscated. These items could include, but are not limited to, electronic equipment such as cell phones, ipods, etc.

ZERO TOLERANCE TOWARD GANGS

We have all witnessed or heard about the devastation, fear, and damage gang activity can do to the learning environment of our schools. Therefore, Byron Center Public Schools is taking a zero tolerance approach. We do not allow gang related activity on the school premises or at school activities including identifying colors or other insignia worn in school; identifying hats, beads, pants rolled up; hand signs and other gang signals; coats worn in school except to enter or exit the building; graffiti of any kind; "hard" looks; weapons or toy-type weapons and anti-social group activity.

Locker searches, bag searches, dress code, and immediate discipline for gang behavior in school are all within the rights of the School to enforce in order to protect the safety of all students and staff. The school has the discretion to suspend or expel any students who violate this provision and also report to law enforcement officials.

STUDENT RIGHTS OF EXPRESSION

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

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

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

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration 24 hours prior to display.

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

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

ELECTRONIC DEVICE POLICY

Electronic devices are allowed during class time only with specific permission from staff. Classroom rules in each teacher's class will be explicit. When cell phones are not allowed, students must keep them out of sight, hands-off, and silenced. Students will be required to leave their cell phone behind in order to leave class as part of a hallway pass. Photos and video recordings can be an invasion of privacy and should only be taken with direct consent or permission. Any photos or video recordings taken of students or staff members without consent or permission can result in disciplinary action.

ATTENDANCE

ATTENDANCE PHILOSOPHY

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

ATTENDANCE LAW & BOARD POLICY

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

Attendance shall be required of all District students, except those exempted under policy 5223 or 5-0-B or by other provisions of State law, during the days and hours that the school is in session, or during the attendance sessions to which s/he has been assigned.

The Administration shall require, from the parent or guardian of each student, a phone call on the attendance line (878-6610) verifying their student's absence. Students **are not** allowed to excuse themselves. The Board reserves the right to verify such statements and to investigate the cause of each single absence or repeated unexplained absences or tardiness.

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

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

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

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

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

ATTENDANCE REQUIREMENTS

Students are encouraged to be at school every day. However, circumstances do hinder this at times, and so students who have extenuating circumstances are allowed 12 absences per semester per course. Upon the 13th absence, a student loses credit in his/her course. This means 0.0 G.P.A. will be given upon 13th absence from class. A student who is absent more than 12 days (excluding school-related absences) in a class during a semester requires medical documentation for every day past 12, or the student will forfeit his/her grade in a class, and be forced to pass the final exam for credit. Excused absences **do** count against the daily attendance requirement. A parent excused absence **does not** remove the absence. If a class is missed for any reason, including a school-related activity or field trip, it is the student's responsibility to get and make up assigned work or tests upon return. If a student passes the class the student may still receive credit in a course by demonstrating proficiency in that course on the semester exam. If a student with 13 or more absences passes the course, and passes the exam with a 59.5% or higher, that student will receive an E with credit in the course. If the student's absences do not exceed 15, and the student receives a 78% or higher on the semester exam, the student will receive the full grade for the course.

KCTC, KTC, KIH Attendance REQUIREMENTS

BCHS students are expected to attend their KISD programming everyday. KCTC attendance policy states "Students attending the Kent Career Tech Center are subject to the attendance policies of their own high schools while attending the Tech Center." BCBS will notify families of KCTC and KISD attendance at the end of each quarter.

EXTENDED ABSENCES

Extended absences which are beyond the student's control such as an accident, hospitalization, death in the immediate family, or severe illness, may be discounted from the total days absent if the following conditions are met: (1) The parent contacts the office at the beginning of the extended absence and

provides verification upon request; (2) The student returns with a note from a doctor, when appropriate, stating the number of days it was necessary for the student to be absent.

UNEXCUSED ABSENCES (SKIPPING)

Any student who is absent from school for all or any part of the day without a parent excusing the absence shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. An unexcused absence will result in a detention. Repeatedly truant students are subject to suspension. No credit shall be given for schoolwork missed when the student is truant. This policy is renewed on a semester basis. Each time a student is unexcused he/she will be assigned a detention. Failure to serve detention will result in an *In* or *Out*-of-school suspension.

TRUANCY/ CHRONIC ABSENTEEISM

Chronic absenteeism is when students miss 10% or more of scheduled school days (to date). This includes excused and unexcused absences.

Truancy is ten unexcused absences in a school year. If a student is chronically absent/truant, the following steps will be taken:

1. After six absences, a letter will be sent home.
2. If attendance issues persist, a meeting may be called between the parent, student, BCHS administrator and counselor. The Kent ISD Office of Attendance and Truancy will also be notified. An attendance improvement plan will be established in coordination with the student and family. This meeting may happen at home with the School Resource Officer, if the parents fail to attend.
3. If improvement is not noted, a second referral for Truancy will be made to the Kent County Truancy officer.

NOTIFICATION OF ABSENCES

If a student is going to be absent for all or part of the school day, the parents must contact the school (878-6610) by 8:00 a.m. and provide an explanation. Absences not excused by parents within 24 hours of the student's absence **will** be considered an unexcused absence, resulting in a detention. An answering machine has been installed to take attendance information during the hours the office is not open. If the office does not hear from the parents, the assumption will be made that the student will be in school for the day. Parents are required to contact the attendance office and teachers in the event of a prolonged absence so that books/assignments may be sent home. If the absence is unexcused or unauthorized by the administration, a student will not be given the opportunity to make up the work for credit, but nonetheless, may be required to complete the work. An absence from school, which is not authorized by the student's parents, or the school, will be considered an unexcused absence. An unexcused absence will result in disciplinary action.

Students must be in attendance in three full classes during the day to be eligible for co-curricular and extracurricular practices or performances. Band/choir concerts, musical practice, etc., also apply. School related absences are exempt.

TARDINESS

Regular and prompt school attendance is necessary both in the development of student's responsibility and in the achievement of academic success. It is believed, responsibility and self-discipline can be assimilated as a lifelong trait for the student. Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, he/she is to report to the School office to sign in before proceeding to his/her first assigned location.

Students will be considered tardy if not in assigned seat at the start time of each class and tardies cannot be excused by parents. Students arriving to school more than 10 minutes late for their first class will be marked absent. Students arriving to subsequent classes more than 5 minutes late will be marked absent. Teachers will not allow late students to enter their classroom without a pass. Students have a right to learn without being interrupted by tardy students who disrupt the educational process. Teachers will keep a record of accumulated tardies for each student per nine-week period. At the 5th tardy, the school administration will assign the student an educational module to complete within 24 hours on the importance of being on time. All additional tardies will result in detention. Tardy detentions of 45 minutes or less shall be served in the morning at the designated location in the high school. Accumulated tardies will reset at the end of each semester.

CLOSED CAMPUS/LEAVING SCHOOL BUILDING AND GROUNDS

No student is permitted to leave the school building or grounds without the permission of a school employee or properly identified custodial parent/guardian. The student must sign out before leaving, which will be validated by office personnel. **Any invalid sign-outs will be considered an unexcused absence. Failure to sign out will result in an unexcused absence.** Students are not allowed in the parking lot at any time during the school day. No parking lot passes will be issued unless the student is leaving for a pre-approved appointment. Byron Center High School is a closed campus. Students are not allowed to leave campus for lunch.

Students leaving school grounds with parental permission, will be considered absent (excused) from the class they miss if gone more than 10 minutes from that class. These absences **do count** against required attendance.

Byron Center School Board policy prohibits students from transporting other students in their vehicle during school hours. Disciplinary action will be taken against students violating this rule.

FORGED NOTES AND MISREPRESENTATION OF PARENT/GUARDIAN

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

PLANNED ABSENCES SLIP

When planning an extended absence (vacation/hunting/medical leave), it is the student's responsibility to obtain a *Planned Absence Slip* from the office at least 5 days in advance of the absence. The slip must be signed and approved by all of the student's teachers to validate the absence. The slip must be turned in to the main office prior to the absence.

VACATIONS DURING THE SCHOOL YEAR

The school calendar is set up so that students and families get ample time for vacations, and therefore BCHS discourages vacations during the scheduled school days. However, if a vacation were to be scheduled, all vacations must be pre-excused. It is the student's responsibility to obtain a work make-up slip from the main office at least 5 days prior to the scheduled absence. Each day of vacation counts as a one-day absence. Excused absences **do** count against the daily attendance requirement. It is the student's responsibility to communicate to teachers ahead of time and to learn the material prior to returning from vacation. Teachers are not responsible to help a student catch up on coursework from a planned vacation. This includes all hunting trips.

MAKE-UP TEST AND OTHER SCHOOL WORK

Students who have an excused absence from school shall be given the opportunity to make up work that has been missed. **It is the student's responsibility to consult their teachers as soon as possible to obtain assignments missed during their absence within 24 hours.** For unplanned excused absences, the student will have the same number of days absent in which to make up the work assigned while absent. Work collected the day of the absence is due the day of return. If a student misses a teacher's test due to an excused absence, s/he must make arrangements with the teacher to take the test **immediately** upon return. This is the student's responsibility. If a student is unexcused, anything collected or any assessment given on this day will result in a 0 for that assignment. If s/he misses a Standardized Test, the student should consult with the counselor to arrange for taking the test. If a project or test date is announced prior to the student's absence, the student should plan to turn in the project or take the test upon returning. The example above does not apply to long term projects, papers, or exams.

MAKE-UP TEST AND OTHER SCHOOL WORK FOR SUSPENDED STUDENTS

Suspended students are expected to continue working while serving their suspension. Work that has been assigned on Schoology is expected to be completed on the due date. Suspended students are required to make-up tests, projects, speeches, or any other pre-scheduled activity by the end of the second day they return if (1) the student had access to learning materials during the suspension (2) the assessment date or due date was known prior to the suspension. All assessments, projects, speeches, and other graded work will result in a 0 if not completed by the end of the second day the student returns to school.

JOB SHADOWS, FIELD TRIPS, COLLEGE VISITS, AND OTHER SCHOOL RELATED ABSENCES

Junior and Senior students are allowed **two** college visits/job shadows per semester that **will not** count toward their total absences for a semester.

Pre-arranged job shadows, field trips and other school-related absences do not count toward the total absences accumulated by a student during a semester. However, if a class is missed for these reasons, it is the student's responsibility to get and make up all assigned work or tests for each class missed. The student should contact the teacher prior to the absence.

STUDENT SAFETY & PROCEDURES

FIRE & TORNADO DRILLS

The School will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Evacuation plans will be posted in classrooms. Tornado drills will be conducted to make students aware of the safest location in case of severe weather.

EMERGENCY CLOSINGS & DELAYS

If the School must be closed, or the opening delayed, because of inclement weather or other conditions, the District will notify local radio and television stations. Parents are encouraged to sign-up for the School Messenger system to receive notifications about closings and delays. Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to talk with a member of the staff, s/he should call for an appointment prior

to coming to the school. Students are not allowed to have lunch visitors, other than their parents, unless pre-approved through the main office. Students may not bring visitors to school during the regular school day. New student visitation should be set up through the guidance office.

SCHOOL DELIVERIES

All food deliveries to school grounds during the school day are banned unless first approved by school administration. Food deliveries will only be approved for approved student functions (e.g. deliveries for club meetings). All unapproved food deliveries will be rejected and the school will not be responsible for covering the costs of the delivery or food for the rejected order.

HEALTH AND STUDENT WELL-BEING

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

MEDICATION POLICY

Byron Center School Board Policy states that other than bandaging of minor cuts, bruises and burns, no medication, including aspirin, ointments, cold tablets, etc. shall be administered to students without written instructions on a form provided by the school, signed by the parent or guardian and a physician. The exception to this rule are inhalers and epipens with parent permission to be carried by the student.

Students that require prescription medications administered during the school day need to have a medication form on file signed by a physician before medications can be administered. Prescription medications need to be in a prescription bottle, with the prescription dosage clearly stated. Prescription medications given for less than 10 days do not require a signed medication form on file, but should be brought to the office to be administered. The office only administers medication that is brought in by parents (including aspirin). Please call or stop by the main office for more information and the medical form.

INJURY, AND ILLNESS

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

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

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

Any removal will only be for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

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

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

SECTION II – ENROLLMENT, WITHDRAWAL, AND FEE INFORMATION

STUDENT ENROLLMENT

All enrollments begin at the BCPS Administration building. Please contact 878-6100 for initial questions and appointments.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the guidance department.

Immunization Requirements

Required for all children entering kindergarten, all 6th grade students and all children changing school districts:

<i>Diphtheria:</i>	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<i>Tetanus:</i>	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<i>Pertussis:</i>	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<i>Tdap:</i>	If 5 years have passed since last dose of tetanus/diphtheria vaccine (DTap, Td, DT)
<i>Polio:</i>	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<i>Measles:</i>	Two (2) doses of live measles virus vaccine after the 1st birthday at least 30 days apart with one (1) of the doses given after 15 months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
<i>Rubella:</i>	Two (2) doses of live measles virus vaccine after the 1st birthday at least 30 days apart with one (1) of the doses given after 15 months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
<i>Mumps:</i>	Two (2) doses of live measles virus vaccine after the 1st birthday at least 30 days apart with one (1) of the doses given after 15 months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
<i>Hepatitis B:</i>	Series of 3 shots. Must at least have begun series.
<i>Chicken Pox:</i>	Two doses of varicella vaccine or history of chickenpox disease
<i>Meningococcal:</i>	(MCV4 or MPSV4) One dose

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records – directory information and confidential records.

DIRECTORY INFORMATION

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

Each year, the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information” a student’s name, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

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

Whenever parental consent is required for the inspection and/or release of a student’s educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose “directory information” on former students without student or parental consent.

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

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

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

20 U.S.C. Section 1232g345C.F.R.99 26 U.S.C. 152 Education of the Handicapped Act-Part B of 1975
 20 U.S.C. Section 1232g(b) (I) (H) The Family Educational Rights & Privacy Act of 1974 (FERPA) Revised 1/4/92

CONFIDENTIAL RECORDS

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

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

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

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the guidance office at 878-6630 in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate person present to answer any questions there may be.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Byron Center High School, the parent must notify the counselor or assistant principal. Transfer will be authorized only after the student has completed a Drop/Transfer Form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer process is not properly completed. Parents must contact the guidance office for specific details. Athletes should be aware of the MHSAA transfer policy for eligibility of a sport.

WITHDRAWAL FROM SCHOOL

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

STUDENT FEES, FINES & CHARGES

Byron Center High School charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Students are also asked to pay \$5.00 a year for class dues in lieu of yearly fundraisers.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges will result in the student not being allowed to take home the student issued computer until fines are paid. Also, upon graduating, the student will not be allowed to participate in end of year ceremonies such as graduation.

STUDENT IDENTIFICATION CARDS

Students will be given one card free of charge at orientation in August. Thereafter, the cost of a replacement card will be \$5.00. These ID cards are required to be carried during the school day and will be used to access student accounts at lunch, and are also required to enter any school dance.

SECTION III: STUDENT SERVICES & PARENTAL RIGHTS

SPECIAL EDUCATION

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

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

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the administration at 878-6100.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the administration at 616-878-6121 to inquire about evaluation procedures and programs offered by the District.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Applications for the School's Free & Reduced Priced Meal program are distributed to all students. If a student does not receive an application and believes that he/she is eligible, contact the food service director at 878-6115. Students are expected to clean up after themselves when eating lunch at school. Failure to do so will result in clean up duty for one week and possible detention or suspension. Students are expected to stay in the athletic area until their lunch period is over. Students are required to use their student ID to access their student meal accounts.

USE OF THE LIBRARY MEDIA CENTER

The library media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the library media specialist at least one **hour** prior to use. Books on the shelves may be checked out for a period of two weeks. To check out any other material, contact the library media specialist at 878-6625. In order to avoid late fees, all materials checked out of the library media center must be returned to the library media center within 14 days. Students are charged a late fee of .10 per day, per late item. Overdue notices will be e-mailed to students directly. Student's computer accounts will be frozen, if they do not respond to the LMC staff after their second overdue notice.

USE OF SCHOOL EQUIPMENT & FACILITIES

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

LOST & FOUND

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

STUDENT SALES

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

STUDENT MESSAGES AND USE OF TELEPHONES AND CELL PHONES

Classroom and office phones are not to be used for **personal** calls. Students **will not** be called to the office to receive telephone calls. Due to limited staffing, we will attempt to deliver messages to students by 2:45 pm. Students should not ask teachers to make calls from the classroom. There is a telephone available in the main office if students need to call home during the day. Students may be allowed to use their cell phones in the office with permission only, before school, after school, during lunch, or the last 5 minutes of 6th hour **with teacher permission**.

ARMED FORCES RECRUITING

The school must provide to official armed forces recruiters at least the same access to the high school campus and to student directory information of the high school students as is provided to other entities offering educational or employment opportunities. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

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

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

Directory Information may be requested for members of graduating classes by prospective employers, post graduate schools and colleges, and by armed forces recruiters. If a parent does not want this information distributed, he/she must tell the principal to take the child’s name off the listing of directory information. Adult students (18 years of age and older) must request the “unlisting” of directory information on their own. School records are sent upon the request of receiving schools when a student transfers.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the School. Any parent who wishes to review materials should contact the principal at 878-6600 prior to coming to the School.

NOTIFICATION TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school, or school-approved vehicles, or any school-related event. Drugs include any alcoholic beverages, anabolic steroid, and dangerous controlled substances as defined by State or Federal statute, or a substance that could be considered a “look alike” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the administration whenever such help is needed.

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

In compliance with Federal regulations, Byron Center High School has established the following guidelines concerning student records.

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

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

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

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

CHAIN OF COMMUNICATION - FOR THE STUDENT

- Do you have an issue with a teacher?
 - Student to discuss the issue in person, on the phone, or email, but do it privately.
 - If the issue is not resolved, student should involve his/her parents in the discussion with your teacher.
 - If the issue is still not resolved, include administration in the discussion.
- Administration Intervention with student and parent
 - A student and/or parent brings a problem to the administration. The administrator will ask if this was discussed with the teacher.
 - If discussed with the teacher, the administration will meet with teacher, student and/or parent and identify the problem, setting measurable outcomes.
 - Action will be taken by teacher, student, and/or parent.
 - If the problem is not resolved, then the student may have their schedule changed at the end of the semester, or other administrative procedures may be put into place.

SECTION IV - ACADEMICS

GRADES

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

The School uses the following grading system: A = 4.00; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; D- = 0.67; E = 0.0 with credit: F= (Failure without credit); I = Incomplete; CR = Acceptable Achievement; NC = Unacceptable Achievement.

Grade Point Average

Semester final marks are computed as follows: 1st nine weeks = 40%, 2nd nine weeks = 40%, Final exam = 20%. Each marking period grade will be calculated by 80% assessments, and 20% other, unless the course is a participation based course. Current or cumulative GPAs are calculated on semester final marks only. Class rank is based upon cumulative GPA standing, and cumulative GPA standing is calculated using ninth, tenth, eleventh, and twelfth grade semester GPAs and will round out to the nearest 100th. Example:

Algebra I =	B+	=	3.33		Algebra I
English 9 =	A-	=	3.67		1st Marking Period (40%) = 82%
US History =	C+	=	2.33		2nd Marking Period (40%) = 94%
Science 9 =	C-	=	1.67		Semester Exam (20%) = 88%
				11.00	.82(.40) + .94(.40) + .88(.2) = 88% B+

Total points (11) divided by the number of courses (4) = semester GPA (2.75).

Advanced Placement courses are weighted and receive an extra grade point because of their advanced level and academic difficulty for each block.

Example: Algebra I = B+ = 3.33
 English 12 = A- = 3.67
 AP Government = B+ = 3.33 + 1.00 = 4.33 (weighted)
 11.33

Total points (11.33) divided by number of courses (3) = semester GPA (3.77).

A passing grade is determined by percentage. Passing is a 59.5%. Students receiving a “D” or lower are in jeopardy of failing the course. A “D” or lower represents a warning that something is wrong and without appropriate measures, it is very possible that the student will fail. It is recommended that parents contact their child’s teacher if they receive a “D” or lower.

Failures. To encourage a student to repeat a course in which he/she has failed the following policies will apply. If a student repeats a course, with the principal’s approval, only the higher grade will be included in the grade point average (GPA). A student will receive credit only once for each semester passed.

Credit/No Credit for a course will only be considered due to extenuating circumstances. For consideration for CR/NC, the student must submit an application for a grade exemption (form found in the counseling office). The student, parent, teacher, counselor, and administrator must all agree that the circumstance warrants granting of credit/no credit. BCHS is not responsible for how post-secondary institutions calculate the weight of credit/no credit on a transcript. Students are responsible for understanding how CR/NC may affect NCAA eligibility.

Grade Scale

GRADE	POINTS	ADDED VALUE	PERCENT RANGE	PASS/FAIL
A	4	5*	92.5 - 100	PASS
A-	3.67	4.67*	89.5 - 92.4	PASS
B+	3.33	4.33*	86.5 - 89.4	PASS
B	3	4*	82.5 - 86.4	PASS
B-	2.67	3.67*	79.5 - 82.4	PASS
C+	2.33	3.33*	76.5 - 79.4	PASS
C	2	3*	72.5 - 76.4	PASS
C-	1.67	2.67*	69.5 - 72.4	PASS
D+	1.33	2.33*	66.5 - 69.4	PASS
D	1	2*	62.5 - 66.4	PASS
D-	0.67	1.67	59.5 - 62.4	PASS
F	0.01	0.01	0.01 - 59.4	FAIL
Credit	CR			PASS

Incomplete	INC			FAIL
No Credit	NC			FAIL

***Dual Enrollment and Advanced Placement (AP) grades are weighted and given an additional 1 point added value.**

GPA HONOR DESIGNATIONS

Summa Cum Laude – 3.85 and above

Magna Cum Laude – 3.75 to 3.84

Cum Laude – 3.5 to 3.74

Grade Calculations for Non-Traditional Courses

When approved by the counseling department, students may take additional courses in the summer or school year for credit advancement or credit recovery. For any additional course over the 6 credit per year limit, credit will be issued upon successful completion and passing of the course, but no grade will be issued and there will be no calculation into the GPA.

Grading Periods

Students shall receive notification of an electronic report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. These electronic report cards can be seen by logging into PowerSchool.

PowerSchool

PowerSchool provides the tools you need as a parent/student to increase communication between the teacher and home providing further success for the student. Information transferred between the school and home is secure and enables the parent to check the student's progress weekly. Assigned username and password will stay with the student throughout their high school career. Username and password will be issued at registration and parent/teacher conferences. www.powerschool.bcpsk12.net

Schoology

Schoology is used by every teacher to put in large assignments and assessments. Students will use Schoology to submit assignments and get information for each class. Parents will be given a parent code within the first month of school to get access to course information.

PROMOTION, PLACEMENT, & RETENTION

Completing required coursework, and earning the necessary credits, determines a student's progress toward graduation and receiving a diploma. Students are promoted based on the number of years in high school, but this does not necessarily mean they are on track for graduation. Students are given four years to complete the required 22 credits. Students can determine their current standing based on the number of credits each year:

Freshman (0-6 cr.) Sophomore (7-12 cr.) Juniors (13-18 cr.) Seniors (18+cr.)

A student must meet the requirements or have completed the goals and objectives of a four-year individualized Educational Development Plan (EDP). Students can track their progress through Naviance at <http://connection.naviance.com/byronchs>. It is the **student's responsibility** to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

TESTING OUT

Students who believe that they have already mastered the skills taught in a course may attempt to test out prior to enrolling in the course. Students should sign up in the counseling office by February 15th and pay a \$10 deposit. Testing out occurs the final week in March prior to Spring Break. Students are given the standards they will be tested on, but the assessment will vary from year to year in order to keep fidelity within the testing process. Review materials for the assessment will not be given as testing out is a process to determine that the student has already learned the content and skills. Once the student takes the assessment, the \$10 is refunded. Students who do not show up to take the test forfeit the \$10 deposit. Students who receive 78% or better on the combination of all assessments given for the testing out will receive credit (no GPA) for that course.

DIPLOMA

A student must complete graduation requirements in four years, unless there are extenuating circumstances. In order to receive a diploma and graduate, a student will need to earn 22 credits with all required courses passed. Course credit requirements include: English (4), mathematics (4), science (3), U.S. History (1), government (1/2), economics (1/2), world history (1), physical education (1/2), health (1/2), visual/performing/applied arts (1), foreign language (2).

ADVANCED PLACEMENT

Advanced Placement courses are college level semester courses that are taught by high school teachers over the period of two semesters. These courses are rigorous and challenging. Students who sign up for an Advanced Placement course will need to sign an AP contract and talk with their counselor. Students

who take an AP course are expected to take the AP Exam at the end of the year. The only exceptions are when the student, parent, teacher, counselor and principal all agree that extenuating circumstances are such that the student should not take the exam.

DUAL ENROLLMENT

Any student in the ninth through twelfth grade may enroll in a post-secondary program providing s/he meets the requirements established by law and the district. Any interested student should contact the counselor to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

Scholastic Letterwinners

Students will be eligible for consideration at the end of their junior year. Students must be full-time and have a cumulative GPA of not less than 3.50. These students will be given a chenille BC letter. Seniors who have maintained a 3.50 GPA or better for seven semesters will receive special recognition.

National Honor Society

Membership in local chapters of the National Honor Society is an honor bestowed upon a student. No student has the right to be selected for membership. Members from the sophomore, junior, and senior classes are chosen by a majority vote of a five-person faculty council and is based on outstanding scholarship, character, leadership, and service. Students must have, and maintain, a minimum of 3.5 out of 4.0 GPA. The faculty council considers the uniqueness of each student's character, leadership, and service when making its decision on membership. At no time will the faculty deliberations be discussed either in private or public. The local chapter follows the dismissal procedures outlined by the National Honor Society of Secondary Schools. Each eligible student must apply for National Honor Society to be considered.

Honor's Distinction

Students, who have excelled academically over a four year period, as indicated by their GPA, will obtain honor's distinction and will receive honor cords representing their level of honor. Students achieving a 3.5-3.74 GPA will be recognized as Cum Laude and receive a white honor cord. Students achieving a 3.75-3.99 GPA will be recognized as Magna Cum Laude and receive a silver honor cord. Students achieving a GPA of 4.0 and above will be recognized as Summa Cum Laude and will receive a gold honor cord.

Athletic Awards

Each head coach, with the approval of the athletic director, develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

Homework is an essential part of the total education of the student because it is a valuable aid in helping students make the most of their experience in school and teachers use homework as an assessment tool to aid in a student's learning. Assignments are made because they reinforce what has been taught in class through the practice, application, integration, and/or extension of knowledge and skills; prepare students for upcoming lessons; and help students develop self-discipline, organizational skills, and personal responsibility so that the student may become an independent learner.

To support students in their homework completion, a Homework Support program has been established. Any student who has not completed their homework may be assigned by their teachers to attend after school Homework Support. This program runs on Tuesdays and Thursdays from 2:50-3:50 pm. Students and parents will be notified by email when a student is assigned to attend one day prior to the program. It is the student's responsibility to arrange transportation home from Homework Support. As a continued commitment to student learning, Homework Support may become mandatory. If a student skips Homework Support, they are subject to disciplinary action, including a detention.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted by an I.E.P., each student will be expected to take the appropriate State Standardized Tests. Students who neglect to take the State Standardized tests as a junior, will not be allowed to walk with their class at the graduation ceremony.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parental consent may need to be obtained. Byron Center High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the guidance office.

CHEATING POLICY (See Student Code of Conduct)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular program. No student may participate in any school-sponsored trip without parental consent.

PERSONAL CURRICULUM

State statute allows personal curriculum modification in order to:

- Go beyond the academic credit requirement by adding more math, science, English language arts, or work language credits
- Modify the State Content Standards for math
- Modify, when necessary, the credit requirement of a student with an IEP.
- Modify credit requirements for a student who transfers from out of state or from non public school and is unable to meet the MMC requirements.

Requests for personal curriculum are reviewed by the PC committee. Questions should be directed to the student's school counselor.

For more information from the State of Michigan on Personal Curriculums, please visit:

https://www.michigan.gov/mde/0,4615,7-140-6530_30334_49879---,00.html

SECTION V – STUDENT ACTIVITIES

SCHOOL AUTHORIZED CLUBS & ACTIVITIES

Byron Center High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. See the high school website for updated clubs at www.bcpsk12.net/hs.

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

NON-SCHOOL SPONSORED CLUBS & ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission may be obtained from the principal or assistant principal. The application must verify that students are initiating the activity, attendance is voluntary, and that the event will not interfere with school activities. School rules will still apply regarding behavior and equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

STUDENT EMPLOYMENT

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

SCHOOL PUBLICATION POLICY

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

The School also prohibits publications and productions which: fail to identify the student or organization responsible for distribution; solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

POSTING PRIVILEGES

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

SCHOOL DANCE POLICY

School dances are generally held at our school gym or cafeteria. Students in good standing planning to attend a school dance should be aware of the school dance policies, come with a student ID, and may only bring a guest at approved dances with a guest approval form submitted by the deadline. All high school dances will end at 11:00 PM or earlier. Admittance will not be permitted after 10:00 PM. Information for dances can be found on the school's website, the weekly parent newsletter, social media, the student leadership bulletin board, and student emails. BCHS reserves the right to revoke the privilege of attending a dance to any student not in good standing regarding academics, behavior, or attendance.

Prom is designed for junior and senior students only. BCHS freshmen and sophomores need to follow the guest policy listed below in order to attend.

Guest Policy

- Guest applications must be completed and submitted by the due date on the dance form
- Guests must be accompanied by a BCHS student that invited them (limit one guest)
- Middle school students or younger or persons over 20 are NOT permitted.
- BCHS alumnus will need to complete guest forms
- Show current photo ID at the door (school ID, driver's license)
- All guests must follow dance guidelines printed on tickets
- Administration reserves the right to deny any guest application. Only complete forms will be considered. If a guest is denied, the BCHS student will be promptly notified. Incomplete or false information will be grounds for denied entrance to the dance.

Dance Guidelines

- No food, drinks, gum, candy, etc. will be allowed in the gym.
- No drugs/alcohol (Students and guests may be subject to breathalyzer test)

- For formal dances: **Formal attire (no jeans)**
- **No inappropriate dancing, gestures, or kissing**
- Students choosing to ignore any rules shall be asked to leave the dance. (No refunds.)
- Students removed from a dance will not be eligible to attend subsequent school dances, or be approved as guests for dances at other schools
- Students leaving early for any reason may not re-enter the dance (no refunds).
- BCHS is not responsible for lost /stolen items
- Must have school ID and ticket to enter
- All school rules shall apply.
- No large bags or backpacks allowed.

A photographer will post formal pictures on his Facebook pages. By getting your picture taken, you agree to have your photo posted online.

ACADEMIC ELIGIBILITY

At Byron Center High School, there are eligibility requirements. Student athletes should refer to the Athletic Handbook for additional information.

Academic eligibility: In order to participate in competitions, an athlete must

- Have passed 4 of 6 classes in previous semester
- Be passing 4 of 6 classes in current semester
- Grade checks will be administered four times per semester- dates will be announced.

ASSEMBLIES

Most student assemblies will be held in the gymnasium or in the VSFAC. All students are expected to follow assembly procedures and rules. Students shall show respect and courtesy to all speakers and performers. Students will sit in assigned areas and remain seated until the end of the assembly. Food and drinks are not allowed in the gymnasium and/or the auditorium.

1st Hour:	7:55 - 8:40
2nd Hour:	8:45 - 9:30
3rd Hour:	9:35 - 10:20
Assembly:	10:25 - 11:05
4th Hour:	11:10 - 12:35
5th Hour:	12:40 - 1:40
6th Hour:	1:45 - 2:45
A Lunch:	11:10 - 11:35
B Lunch:	11:40 - 12:05
C Lunch:	12:10 - 12:35

Assembly times may be adjusted by administration based on length of the event.

SECTION VI - COMPUTER AND INTERNET GUIDELINES

COMPUTER USE GUIDELINES

(1) No personal programs, including games, are to be stored on the hard drive of a computer or the file server. (2) No deleting of files other than your own. (3) All data should be saved on an external drive or to your Google Drive Account. Do not save data on the hard drive of a computer without teacher approval. (4) All external drives from home, or used at home, must be checked for viruses by a teacher. (5) Do not use another person's file server account unless you have written permission. (6) Do not play games during class. (7) Do not attempt to access information or programs that are password protected without written permission. (8) Students are restricted from inappropriate information. (9) Students are expected to use computers only for staff-assigned course work. (10) Use of email, instant messaging, internet game sites, music sites, and chat rooms for personal reasons during school hours is prohibited. Unless permission is given personally by the student's teacher for school assignments, students caught using email, instant messaging, Internet game sites, chat rooms, etc. inappropriately, will be removed from the computer, and may be assigned a detention. Students who continue to misuse the computer may lose computer privileges altogether.

INTERNET USER AGREEMENT

Byron Center Public Schools Acceptable Use and Internet Safety Policy

It is the policy of the District's Board of Education to provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the District's administration to:

- Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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 (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Technology Director.
- Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
- Prohibit access by minors to inappropriate matter on the Internet.
- Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- Restrict minors' access to materials that are "inappropriate for minors." The Board defines materials that are inappropriate for minors to include: Visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors
- Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the CIPA: Technology Director.

The Board directs the Technology Director to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Technology Director will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades (seven and above) and their parents; and (3) an acceptable use agreement to be signed by students in grades (six and below) and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A statement that the use of the technology resources is a privilege that may be revoked at any time.
- A statement that a user has no expectation of privacy when using the technology resources.
- Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned username and password.

- A statement that the technology resources may not be used to bully other people.
- A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- A list of what constitutes “misuse” of the technology resources.
- A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.
- A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- A release of all claims and liabilities against the District for use of the technology resources.

Pursuant to section 6 of the Michigan Library Privacy Act, each school library offering public access to the Internet or a computer, computer program, computer network, or computer system shall limit minors to only use or view those terminals that do not receive obscene material or sexually explicit material that is harmful to minors. Individuals age 18 or older, or a minor accompanied by his or her parent/guardian, may access a school library terminal that is not restricted from receiving such material. Each qualifying school library must designate at least one terminal that is not restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal.

The Board directs the following person to determine which staff members will implement this paragraph in each qualifying school building library: Technology Director.

Disciplinary Action for Violation of Acceptable Use Policy:

The guidelines within this document are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action.

Violation of the Byron Center Public Schools Acceptable Use Policy may result in suspended computer privileges, school discipline, and monetary reimbursement. Any time that is required to replace or repair files that a student maliciously damages will result in suspended computer rights and fees. Disciplinary actions are based on the disciplinary procedures of Byron Center Public Schools. Possible disciplinary actions include but are not limited to the following:

- Student conference or reprimand.
- Parent contact.
- Behavioral contracts.
- Required to make full financial restitution.
- Denial of participation in class and/or school activities.
- Banned from using all computer equipment for a period of time as determined by building administration.
- In-school and/or out-of-school suspension.
- Removal from a course resulting in loss of credit.
- Expulsion.

SECTION VII - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides bus transportation as a service to eligible students. The bus schedule and route is available by contacting the Transportation Department at 878-6496, or in the August BC Connection.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the School are required to follow some basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road at school) each student shall be on time at the designated loading zone 10 minutes prior to the scheduled stop; stay off the road at all times while walking to and waiting for the bus; line up single file off the roadway to enter; wait until the bus is completely stopped before moving forward to enter; refrain from crossing a highway until the driver signals it is safe; and go immediately to a seat and be seated. It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

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

Leaving the bus each student shall remain seated until the bus has stopped; cross the road, when necessary, at least 10 feet in front of the bus but only after the driver has signaled that it is safe and; be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from the transportation department. Notes to the bus driver are not acceptable. School buses cannot provide transportation to friends home or to work.

DISCIPLINE PROCEDURES FOR INFRACTIONS

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

Bus drivers have attended classes conducted by the State. They know the regulations and procedures to be followed. The routes and bus stops are such that they guarantee the safest and most economical operation. The principle involved is that no student can conduct him/herself in any manner that jeopardizes the safe operation of the bus. Any distraction or disturbance, which draws the driver's attention from the road, could result in an accident causing injury or possible death to other students.

Thoughtless actions by students can cause accidents. The driver's authority on the bus is absolute. Thus, disturbance on buses will be handled according to the severity of the act and the age of the student and may result in suspension of the privilege of riding the bus. Disturbances may result in any of the following:

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

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

DRIVING TO SCHOOL

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School. The following rules will apply: Students shall complete the Student Vehicle Form and provide the make of vehicle, color, and license plate number and parent/guardian signature; **the parking lot speed is 5 miles per hour and the campus drives are 15 miles per hour**; the student must obtain a permit from the office. During school hours, parking stickers must be displayed on all student cars parked in the school lots. Failure to do so will result in a disciplinary action. Students are not allowed in their cars during the school day including lunch hours; no student will be allowed to drive during the school day without special permission.

If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student. *First offense* – One-month suspension of driving privileges and one-day suspension from school. *Second offense* – driving suspension for the remainder of the school year and suspension from school for two days.

When the School provides transportation, students shall not drive to school sponsored activities unless written permission is granted by their parents and approved by the administration. Students are not allowed to transport students during the school day for school related activities or after school hours for a school activity in which they will participate.

PARKING LOT USE POLICY

Students are allowed to park in the west parking lot only. Students being dropped off should be dropped off at the west entrance or student parking lot. All doors except the main office door are locked at 7:55 a.m. Any student with extenuating circumstances should see the main office for a special parking permit.

VEHICLE REGISTRATION

Byron Center High School requires any student who parks at school to have a parking permit. The cost of this permit is \$20 per car per year. Students who drive are required to fill out a registration form at student registration or in the main office. Each student will receive a sticker to be placed in the back lower driver's side window. Students are not allowed in the parking lot during the school day without a pass from the office. Violation of this rule will result in detention, suspension, or loss of privileges. Student parking is allowed in the lot on the west side of the building in designated spaces only.

Consequences for failure to have a parking pass on a vehicle will include a parking ticket of \$30, which includes a parking pass for your vehicle. Consequences for failure to park in the designated area with a properly affixed pass will follow this schedule:

1st offense - \$10 ticket

2nd and all subsequent offenses - \$20 ticket

Students are not allowed to ride with other students except to and from school. This includes school sponsored events.

BYRON CENTER**HIGH SCHOOL SONG**

Words by Hilda Laning with Wilma Nash

Music by Roger Wells, 1931

Hail hail to our high school
 Where friends are always so loyal and true.
 And this depends on co-op-er-a-tion
 So we are showing our spirit to you.
 We play the game fair,
 We play the game square,
 True sportsmanship will never turn back
 Then by cupping our hands
 Yell for Byron as she stands,
 and cheer for the ORANGE and BLACK!