

# STUDENT HANDBOOK



**2025-2026**

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**This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: [www.buckleyschools.com](http://www.buckleyschools.com) by clicking on Board Policies under Quick Links and finding the specific policy or administrative guideline in the Table of Contents for that section.**

# **PRINCIPALS' LETTER...**

## **WELCOME TO BUCKLEY COMMUNITY SCHOOLS**

Dear Parents/Students:

As principals of Buckley Community Schools we want to welcome you to the 2025-2026 school year. As education continues to evolve, our staff has worked hard to ensure that our students are getting the best education possible, making Buckley Community Schools a premier educational choice. Our goal is to create well-rounded, responsible students who are technologically literate, effective communicators, dependable, and creative problem solvers.

As parents, you are the primary educator for your child. You play a key role in their educational success. It is important that we support each other's efforts on behalf of our students as our common goal is the education and success of youth. You are truly our partners in education and we encourage your involvement in our school community through volunteering or attending and supporting school events. As students, a well-rounded education goes beyond the classroom. Taking advantage of the opportunities Buckley Community Schools has to offer will not only enhance your educational experience, but give you a sense of pride and teach character traits that will prepare you for the working world. It is our hope that all students get involved in our school through athletics, student leadership, community volunteerism, student clubs and activities.

Our offices are always open. Please feel free to contact us at any time via phone, email, or in person with any questions or concerns. Thank you for supporting Buckley Community Schools.

Go Bears!

Nicole Torrey,  
Elementary Principal

Todd Kulawiak,  
Secondary Principal

## **VISION**

Student-focused with a growth mindset and a community/family feel

## **MISSION STATEMENT**

The mission of Buckley Community Schools is Every student is our FIRST priority

## **VALUES**

Community: We support one another as a true community

Growth Mindset: We strive for continuous improvement

Dream Big: Our students have limitless potential

ALL Families: We are inclusive and ensure excellent service for all

Student Leadership: We nurture and cultivate future leaders

Accountability and Commitment: We are dedicated to serving our community and holding ourselves accountable in all we do

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and administrative procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principals.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **August 2025**. If any of the policies or administrative guidelines referenced herein are revised after August 2025 the language in the most current policy or administrative guideline prevails.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/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 listed below:

Jessica Harrand, Superintendent (231) 269-3325

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

## **PARENT INVOLVEMENT STATEMENT OF PURPOSE**

The involvement of parents and community members is an essential component of nurturing students and ensuring their success. The school district staff shall make every effort to invite and consider parent and community input to ensure the success of our students. Parents will have the opportunity to inspect the general education curriculum if they request based on district policy.

## **ACTIONS TO GET PARENTS' INPUT IN DEVELOPING POLICY**

- The school district shall take the following actions to involve parents in the development of the parental involvement policy:
  - Distribute a draft of the parent involvement policy to parents and students with the Student-Parent Handbook, which is distributed annually at the beginning of the school year, and ask for their input; and
  - Distribute a draft of the parent involvement policy to parents during the annual spring Title I planning & review meeting, and ask for input.

## **ACTIONS TO INVOLVE PARENTS IN THE DEVELOPMENT OF TITLE I PLANNING PROCESS**

- The school district shall take the following actions to involve parents in the development of the Title I, Part A planning process:
  - Send surveys to parents of Title I students;
  - Conduct an open forum for parents during the annual Title I spring

- planning & review meeting;
- Ask parents to serve on committees as needed on an ongoing basis. Regular two-way communication will occur.

### COORDINATION OF TECHNICAL ASSISTANCE & OTHER SUPPORT FOR SCHOOLS

- The school district shall coordinate technical assistance and other support to assist schools in planning and implementing effective parental involvement activities by:
  - Creating a “Parent Information” section on the district’s web site that will provide information on staff, classroom projects, and state academic standards; and
  - Give all students and parents PowerSchool passwords to access academic records; and
  - The school district will post on their webpage describing the curriculum and academic standards.

### ACTIONS TO CONDUCT ANNUAL EVALUATION OF PARENTAL INVOLVEMENT

- The school district shall conduct an annual evaluation of parental involvement at the end of each school year. The evaluation shall specifically look at barriers to parental involvement, level of parental involvement, and strategies to increase involvement of parents from all population segments. The evaluation shall comprise parent surveys and parent forum discussions. The district shall use information gathered from the evaluation to, for example:
  - Plan the next school year’s meetings at times that are most convenient for parents;
  - Develop strategies to increase parental involvement; including encouraging volunteer work
  - Revise school policy, as needed.

### INVOLVING PARENTS IN SCHOOL ACTIVITIES

- Parents can be involved in school activities by:
  - Contributing their specialized skills to the school;
  - Helping their children with homework;
  - Joining committees; and
  - Advocating for their child.

### BUILDING SCHOOL CAPACITY FOR PARENTAL INVOLVEMENT TO

## IMPROVE ACADEMIC ACHIEVEMENT

- The school district shall set groundwork and procedures to facilitate parental involvement in the present and future. To lay this groundwork, the district shall do the following:
  - Help educate parents on the state's academic content standards; academic achievement standards; state and local assessments; the requirements of Title I, Part A; monitoring their child's progress; and working with educators;
  - Provide parents with materials and training to help them work with their children to improve their children's academic achievement;
  - Educate administrators and staff members on how to reach out and communicate and work with parents as equal partners;
  - Coordinate parental involvement activities with ECSE and GSRP
  - Ensure that information related to school and parent programs is sent to parents in an understandable and uniform format.

## **SCHOOL DAY**

Students not riding the bus **SHOULD NOT** arrive before **7:55 a.m.** We cannot provide supervision prior to this time; **Secondary Classes** begin at **8:10 a.m.** and dismiss at **3:09 p.m.**, and **Elementary Classes** begin at **8:10 a.m.** and dismiss at **3:14 p.m.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

Note: Adult students (age eighteen (18) or older) must follow all school rules.

### **STUDENT WELL-BEING**

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

State law requires that all students must have emergency information completed, signed by a parent or guardian, and filed in the School Office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs must deliver written notice about such needs along with proper documentation by a physician, to the School Office.

### **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 to go to the office. An appropriate adult in 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.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **SECTION I – GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A certified birth certificate,
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency,
- D. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Student Accounting Personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied

admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

### **ELEMENTARY LEVEL**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Because teacher placements can change throughout the summer, we ask that your request be based on an educational reason, citing specific traits or a learning environment that you feel would most benefit your child prior to **May 1st**. Administration will try to honor all requests but there is no guarantee. The principal works with current and incoming teaching teams to create class lists that are balanced in terms of male and female, ability, effort, and learning styles of students. Student classroom and teacher assignments will be sent home in August.

### **SECONDARY LEVEL**

Schedules are provided to each student before the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Principal or counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

**Note: CLASS CHANGES** Any changes in a student's class schedule must be made during the first two weeks of the semester. A change made later could result in a drop and a loss of credit. A class change permission slip will be used for the changes. The form must be turned into and initialed by office personnel before the student can attend the new class. Forms are available in the Office.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request or phone call by the parent or a person whose name is listed on the emergency contacts in the school office or the parent coming to the school office to request the release. Students being released early must leave the building prior to 2:30 p.m. Regular release time is 3:09 for High School and 3:14 for Elementary School. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

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

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Buckley Community Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact Student Accounting Personnel for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the appropriate withdrawal form.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. 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 School Accounting Personnel.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the

school will jeopardize a student's educational program.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form, must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school office.
- D. Medication that is brought to the office will be properly secured.
- E. Medication must be conveyed to school directly by the parent. Medication MAY NOT be sent to school with a student.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

## **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## **NON PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

### **ELEMENTARY**

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

## **SECONDARY**

Any student who distributes a medication of any kind to another student or is found to possess a medication other than one authorized by parents/guardians through the office is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

\*Any OTC drug that has expired will be properly disposed of at the end of the school year.

## **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 ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual–contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC–AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); 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.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide 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 who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the principal at (231) 269–3325 to inquire about evaluation procedures and programs.

## **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 Elementary or High School Principal at (231) 269–3325 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. student's name;
- B. address;
- C. telephone number;
- D. date and place of birth;
- E. dates of attendance;
- F. date of graduation;
- G. honor rolls;
- H. telephone numbers only for inclusion in school or PTO directories.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be obtained in the school's office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data,

disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Superintendent. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, antisocial, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in

conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C. [www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “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.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

### **STUDENT FEES, FINES, AND SUPPLIES**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Buckley Community Schools charges specific fees for certain 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. The school and staff do not make a profit.

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

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades, credit, or diplomas.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all

fundraisers.

Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

Students must not participate in a fundraising activity for a group in which they are not members without the approval of the student's advisor.

Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

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

Director.

The school participates in the National School Lunch Program and makes lunches available to students for the following fees:

**BREAKFAST AND LUNCH ARE FREE FOR ALL STUDENTS.**

Prices are: \_\_\_\_\_ **LUNCH**

Adult \$3.50

\*\*\*Any extra items must be paid at time of purchase

Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the office.

Students in Gr. K-12 with a negative lunch balance of five (5) or more lunch charges will be given the state approved alternative lunch that includes a sandwich, fruit, or vegetable and milk.

\*\*K-12 students who leave the district or graduate from the district who have a positive lunch balance of \$5 or more will have a check mailed to them. All students who have a lunch balance less than \$5 may request a refund by contacting the school and requesting that it be mailed to them. Positive lunch balances may also be transferred to a sibling's account that still attends Buckley Community Schools.

**FIRE, LOCKDOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and 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

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

## **EMERGENCY CLOSINGS**

If the school must be closed because of inclement weather or other conditions, the school will notify parents via the automated alert system. Also, local media stations will broadcast closings. Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. 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 confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the principal.

## **USE OF THE LIBRARY**

### **ELEMENTARY**

Each class has a scheduled time to attend the library. Kindergarten through third graders listen to a story and then may check out one book each. Books may be taken home to enjoy. The fourth grade classes learn "Library Skills" to enable them to use the library efficiently. Fourth through sixth grades may check out up to three books. Lost or damaged books must be paid for before the student can check out more books.

### **SECONDARY**

Students must have a pass from their teacher to use the library for class assignments and research. Students may not use the library when a substitute

teacher replaces the regular teacher. There will be no eating, horseplay, or unnecessary talking allowed in the Library.

A Student ID card is necessary to check out books.

The Library will be open for RESEARCH ONLY the last two weeks of school. No books may be checked out at that time.

### **PUBLIC LIBRARY**

Our school library also contains a branch of the Wexford–Missaukee District Library. The Library is open for family use. Please call the library at 231-269-3325 ext. 3020 for hours. You may also check the library web site at <http://www.cadillaclibrary.org>.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy. MCL 380.1306

### **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.

### **USE OF TELEPHONES AND CELLULAR COMMUNICATION DEVICES**

#### **OFFICE/TEACHER CLASSROOM**

Telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

#### CELL PHONES/WIRELESS COMMUNICATION DEVICES

CELL PHONES OR DEVICES USING CELLULAR COMMUNICATION (I.E. WATCHES) WILL NOT BE PERMITTED DURING CLASS TIME. Teachers will provide a space for students to store phones until class is dismissed.

- Secondary students may use cell phones before school, during lunch, and after school.
- Elementary students should not have devices visible at any time during the school day. Teachers may request they be handed in at the start of class and returned at the end of the school day.

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with

the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Wireless communication devices or chromebook--fees, care, use--please refer to the technology handbook.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The school has a central bulletin board located in the hallway outside the office which may be used for posting notices after receiving permission from the principal.

## **SECTION II – ACADEMICS**

### **HIGH SCHOOL COURSE OFFERINGS**

#### English

English 9

English 10

English 11

English 12

BAKER 1010/1020

NMC 111/112

#### Math

Algebra I

Algebra II

Geometry

Personal Finance

BAKER 1170

NMC 120/121

#### Social Studies

World History

US History

Government

Econ

#### Science

Biology

Chemistry

Physics

Env. Science

Physical Science

Astronomy

#### Technology

Technology I

Technology II

Technology III

#### Art

Art I

Art II

Music

HS Band

Physical Education

Physical Education 9

Health

World Language

Spanish I

Spanish II

Electives

BioMechanics

Yearbook—can be counted towards visual performing credit.

Career Tech Center

Engineering Academy

Dual Enrollment

School to Work

Correspondence Courses (Edgenuity)

## **MIDDLE SCHOOL COURSE OFFERINGS**

English

English 7

English 8

Math

Math 7

Pre-Algebra

Social Studies

History 7

History 8

Science

Science 7

Science 8

MS STEM

Computers

MS Computers

Art

MS Art

Music

MS Music

Physical Education

Middle School Physical Education

World Language

MS Modern Language

Correspondence Courses

Edgenuity

## **ELEMENTARY COURSE OFFERINGS**

### **K-6th Grade**

**\*\*Grade level:**

Math, Science, English, Social Studies and a weekly rotation of PE, Art, and Music. Technology instruction will be integrated at each grade level.

## **FIELD TRIPS**

We ask that you sign one Universal Field Trip form at the start of the year to grant permission for your child to attend all field trips for the course of the school year. The general field trip permission slip will be included in the “Back to School” set of electronic documents. You will be notified when a trip is scheduled.

The teacher and volunteer chaperones (must have ICHAT) will supervise these trips. Only children in the class involved may attend a field trip. Field trips are planned to enhance the curriculum and are a privilege. Behavioral expectations on a field trip are the same as those at school. Students do not automatically gain the privilege of all special activities without achieving acceptable standards of performance in the classroom, the school’s primary learning environment. Decisions concerning eligibility of a student to attend a field trip are made by the classroom teacher in consultation with the principal and the parents. All decisions may be appealed to the principal.

If your child does not have permission to attend or is not eligible, the school will do its best to provide an adequate placement for your child for the day; however,

please know that typically the entire grade level is gone. This may require that your child spend time in another grade level classroom.

## **ELEMENTARY GRADING**

### **STANDARDS BASED GRADES**

Standards-based grading and reporting provides students, parents, and teachers with more detailed information about student learning than the traditional system of grading. Scores directly reflect student growth and proficiency according to academic standards (content and/or skills).

### **GRADING PERIODS**

Students shall receive a progress report at the end of both the 1st and 3rd marking periods. Students will receive Standards Based Report Cards at the end of 2nd and 4th marking periods indicating their level of mastery based on 1 to 4 scale.

When a student appears to be at risk of not meeting standards, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve their academics. This will be communicated at parent/teacher conferences and reviewed throughout the school year.

## **SECONDARY GRADING**

Students have a right to know grades at any time in any class during the school year by checking PowerSchool. Starting on the 3rd week of each semester there will be an update issued for any student who is experiencing academic difficulty. These updates will be sent home via a phone call to parents/guardians.

<b>Percentage Grade</b>		<b>Points**</b>
93 – 100	A	4.0
90 – 92	A–	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B–	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C–	1.7
67 – 69	D+	1.3
63– 66	D	1.0
60 – 62	D–	0.7
00 – 59	E	0.0

**\*\*These points are used in calculating the GPA ONLY, not in calculating any other grade.**

## **GRADING PROCEDURES**

Grades will be established on the following basis, using homework, assessments, participation, and other standard forms of evaluation of students.

## **SEMESTER GRADES, GRADES 7–12**

The cumulative grading system calculates a student's grade in a class that counts each new assessment points as it's assigned throughout the semester. Exams will be 20% of the total points for each semester calculated through PowerSchool.

Note: 1st semester exams are required. 2nd semester exams--students will be exempt from exams if they have a semester grade of 90% or better unless the teacher requires the final exam to be taken. Students who are present at school and are not required to take an exam will check in at the Cave.

## **PROMOTION, PLACEMENT, AND RETENTION**

### **ELEMENTARY – MIDDLE SCHOOL**

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Lack of exposure to curriculum

### **HIGH SCHOOL**

Promotion to the next grade is based on the following credits:

Freshman	0-5.5 credits
Sophomore	6-11 credits
Juniors	11.5-16 credits
Seniors	16.5 credits

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her

principal and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the principal's office.

## **GRADUATION REQUIREMENTS**

### **REGULAR DIPLOMA**

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District's required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks

Specific course requirements are:

- 4 Cr — Mathematics including Algebra I, Algebra II, Geometry, Students must have a math experience in their final year of High School. Students must demonstrate proficiency in Financial Mathematics
- 4 Cr English Language Arts aligned with subject area content expectations developed by MDE
- 3 Cr — Science including biology and either Chemistry, Physics, Anatomy, or Agricultural Science, or successfully completing a program or curriculum that provides the same content as the Chemistry or Physics benchmarks, as determined by the Department. A student may fulfill the requirement for the 3rd Science credit by completing a department-approved Computer Science program or curriculum or formal Career and Technical Education (CTE) program or curriculum.
- 3 Cr — Social studies including civics/economics .5 credits each, U.S. history and world history
- 1 Cr — Physical education and health credit -1 full athletic season can be substituted for the ½ credit of PE
- 1 Cr — Visual, performing, applied arts credit
- 2 Cr — Technology and related programs
- 2 Cr — World Language - Second credit may be substituted with completion of 2 years in a CTC program or a second year of a visual performing arts class.
- Complete one of the following:
  - (1) a Free Application for Federal Student Aid (FAFSA),
  - (2) a district waiver form indicating that the student and family understand what these aid opportunities are and have chosen not to complete an application. If the student is not at least 18 years of age or legally

emancipated, the student's parent/guardian must complete one of the documents on the student's behalf,  
 (3) school or district exemption that certifies to the district board that good-faith efforts were made to assist the student or the student's parent/legal guardian in either completing the FAFSA or obtaining a district waiver.

### **Total**

Class of 2026	Total Credits Required	20
	Total Electives	2
	Total Required For Graduation	22
Class of 2027	Total Credits Required	20
	Total Electives	3
	Total Required For Graduation	23

### **DUAL ENROLLMENT**

Any student in 10th, 11th, or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the principal or counselor to obtain the necessary information. In the event a student does not complete or fails a postsecondary class they will be required to repay the school district. Each student will need to take the appropriate postsecondary assessment through the college to determine class placement unless they have met criteria through state assessments.

### **NORTHWEST ED CAREER–TECH CENTER AND EXTERNAL PROGRAM OPPORTUNITIES**

Buckley students enjoy external program opportunities. (Career Technical Center, Dual Enrollment, Engineering Academy, NMC Early College Program, CTC Work Study (CO-OP), School to Work, Edgenuity,). Those programs are considered an enhancement to the overall Buckley education program.

The courses of the Career–Tech Center offer a rich and varied opportunity. Successful completion of those programs often leads to employment in specific disciplines for those who desire it. Students are urged to carefully weigh their needs for academic and vocational workload. Many of the courses are taught at advanced levels of classroom experience.

Students attending the Career Technical Center are expected to ride the bus provided by Buckley Community School for that purpose. Administration understands that circumstances may require a student to drive or ride with another student. However, it is important to emphasize that the Buckley Community School and its administration do not arrange for or sponsor transportation in a vehicle operated by a student or parent. Thus, Buckley Community School and its administration are not responsible for such transportation and have no liability in the event of an accident involving such transportation. It is essential that the following rules be followed prior to a student driving to CTC:

Students must have **prior** written permission from a parent or guardian to ride or drive to CTC. Driving to CTC without prior permission may result in a one day suspension and/or possible loss of driving privileges.

Prior permission must be on file in the office before driving to CTC. Completion of the prior permission form is the responsibility of the parent and student.

#### **EXTENUATING CIRCUMSTANCES – STUDENT PASSENGERS TO CTC**

At times, special circumstances may require a student to drive or ride with another student to CTC, etc. The Buckley Community School and administration does not encourage, or want, students riding with students. Again we do not arrange for or sponsor transportation in a vehicle operated by a student or parent. We have no liability in the event of an accident involving such transportation.

**Prior** administrative approval is required. It is essential that these rules be followed prior to a student riding with another person to/from CTC.

- Students must have **prior** written permission from a parent or guardian to drive or ride to CTC with another person. The parent permission form must identify the specific driver.
- Students must have **prior** written permission from a parent or guardian to drive or have another person ride to and from CTC.
- **Prior permission** must be on file in the office before riding with someone else to CTC. Completion of the **prior** permission form is the responsibility of the parent and student.

Failure to ride the bus without prior permission to drive may result in a one-day suspension from both Buckley and CTC and/or driving privileges may be revoked.

Students are expected to be in attendance at the external program each day that the

external program is in session, regardless of whether or not Buckley has school. A bus will be sent to the Career Tech Center each day, except in the case of inclement weather, which will be announced by local radio stations.

Bus boarding will be in front of the school only. Conduct on the bus will comply with Buckley Community School bus rules.

External programs include expectations of maturity and preparation for work world responsibility. Being on time is a key work responsibility. Students are expected to be at the appointed bus pickup location at the appointed time of departure. The driver is expected to depart on time. Students unable to depart on time are responsible to make prior transportation arrangements.

It is important to remember that the Buckley Community School and its administration do not arrange, provide for or assume responsibility for transportation involving a student or parent operated vehicle. Thus, the Buckley Community School and its administration are not liable in the event of accidents involving a vehicle operated by a parent or student. Students attending other external programs (for example, Dual Enrollment, Engineering Academy, Automotive Academy, Information Technology Academy, CTC Work Study and CO-OP, etc.) as part of Buckley Community School are expected to provide their own transportation to and from those programs. Because these programs are extensions of the Buckley program — we ask that parents extend to the school the courtesy of informing us if a student is driving others or riding with another of our students to an external program.

Dual enrolled students may ride the CTC bus with the understanding that they will be dropped off after and picked up prior to the CTC students. Parents must request prior permission from the school for Dual Enrolled students to ride the CTC bus.

Attendance, behavior and outcomes at all external programs are considered an extension of Buckley Community High School. All students are expected to represent Buckley Community School in a manner which complies with the student handbook of Buckley Community School as well as the rules and regulations established by the extended program. Suspension from Buckley will also result in a suspension from the extended program. Suspensions resulting from unacceptable behavior at the extended program will result in a suspension from Buckley Community School.

These rules and regulations must be signed by parent/guardian and student,

indicating willing compliance to the above policies prior to admittance into an external program for juniors and seniors. Forms are available in the principal's office and must be on file in the office or the student will not be allowed to ride the vocational bus to the Career–Tech Center.

Violations of the above provisions may result in suspension of the offending student from both Buckley Community School and the external program for disrupting the safe and orderly management of the school, and suspension of driving privileges.

**PARENTAL PERMISSION AND DESIGNATION OF DRIVER AND VEHICLE FORM** may be found at the back of the Student Handbook.

### **EARLY GRADUATION**

Buckley Community School is committed to providing a full four year curriculum to all its students. Occasionally, however, a student may choose to accelerate their studies in order to graduate at the end of their third (junior) year or after the first semester of their fourth (senior) year in high school. To be considered for early graduation the following conditions must be met:

- The student must apply by November 1 of the junior year if he/she wants to graduate at the end of the junior year; or by October 1 of the senior year if he/she wants to graduate at the end of the first semester of the senior year.
- The student must meet with the principal prior to the dates listed above to obtain the application form and to review graduation requirements.
- The student must complete all requirements prior to leaving the regular school program. All courses must be from a regular high school or college program (includes Career Tech Center programs, but not adult or alternative education programs or correspondence courses).
- The student must have a 2.5 cumulative grade point average at the time of application and must maintain at least that minimum until graduation.
- A student whose early graduation has been approved may participate in commencement exercises at the end of the last year of attendance only. The responsibility for obtaining a cap and gown and attending graduation rehearsals rests with the student.
- Each request will be considered on an individual basis and will be approved or disapproved on its own merits.
- A student has until April 1st to rescind their plan to graduate early.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

### **ELEMENTARY**

At the end of each semester, the staff honor students in grades Kindergarten through Sixth.

- Perfect Attendance
- Hats off to You
- Top Academic

Parents of students receiving an award are invited to attend the Awards Assembly at the conclusion of each semester.

### **SECONDARY**

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.

## **HONOR ROLL**

### **SECONDARY**

To be on the Honor Roll a student must have a minimum of 5 classes (including dual enrolled), a 3.00 average.

The honor point average is calculated on the basis of a 4–3–2–1 scale. Students doing “A” work will receive 4 points. Only semester averages of academic subjects will be used in computing class rank. The final grades in a course are the composite of the reporting periods and the final examination.

## **ACADEMIC LETTER AWARDS**

Academic awards, certificates, letters “B”, and pins are awarded to students who achieve the necessary grade point average (GPA). An academic letter is awarded to Freshman through Seniors whose cumulative GPA at the end of the first semester of each school year meets the necessary requirement. Seniors are awarded an Honor Cord for graduation based on their cumulative GPA of a 3.5 or greater at the end of the first semester. Students will be recognized at our Spring Secondary Awards Assembly.

**\*\*GPA's are not rounded.**

First Year:	3.5 - 4.0 Blue Award/certificate
Second Year:	3.5 - 4.0 Blue Award/letter "B"
Third Year:	3.5 - 4.0 Blue Award/pin
Fourth Year:	3.5 - 4.0 Blue Award/Honor Cord

## **VALEDICTORIAN/SALUTATORIAN**

One Valedictorian and one Salutatorian will be recognized per each graduating class. Valedictorian and Salutatorian will be based upon grade point average and will use higher level course requirements as the primary discriminator.

Grade point average and class ranking will be determined through computation of all classes taken for students who receive high school credits in grades 9<sup>th</sup>–12<sup>th</sup> grades (1<sup>st</sup> semester of Senior year). Students must attend and receive grades at Buckley Community Schools at least four semesters.

Valedictorian and Salutatorian will be determined through the use of all classes as well. To be eligible for Valedictorian or Salutatorian status, the following conditions shall be met:

1. A student must attend and receive grades at Buckley Community School at least four semesters.
2. A student must have taken or be currently enrolled in two (2) of the following classes \*Number will change as additional curriculum is available:
  - a. Tech II/Tech III
  - b. Advanced ELA/Math
  - c. Dual Enrollment
3. Valedictorian/Salutatorian GPA ranking is based on seven (7) semesters.
4. Valedictorian/Salutatorian behavior must be exemplary, both in and out of school.
5. SAT scores (state assigned) will be used to determine the Valedictorian/Salutatorian and Top 10 (4 semesters)--The formula consists of  $(\text{GPA} \times 500) + (\text{SAT Score}/1.6) = 3000 \text{ (MAX)}$ . The GPA includes 7 semesters. The last semester of the senior year is NOT used in the calculation. This formula places 2/3 of the value on GPA and 1/3 of the value on SAT Score.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the Scholastic Assessment Test (SAT) for high school juniors. This means that all 11th graders will take this state assessment test in April each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and ACT WorkKeys tests in mathematics and reading, plus additional assessments in the areas of science and social studies. MME testing is divided into three parts. The SAT will be administered in a full day session. The ACT WorkKeys will be administered in a separate full day session. The Michigan science and social studies tests will be given in one session at times scheduled by the district testing coordinator with make-up sessions for these tests scheduled for approximately two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing times.

## **STANDARDIZED ASSESSMENTS**

- K–9th NWEA
- 3<sup>rd</sup>-8<sup>th</sup> M-STEP
- 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup> PSAT
- 11<sup>th</sup> SAT
- 11th ACT WorkKeys
- 11th M-STEP Science and Social Studies

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.

## **EARNING CREDIT**

The District will grant credit to a student who successfully completes a course.

Successful completion means that the student has demonstrated mastery of the state- or District-approved subject area content standards for the course by obtaining a D- or higher grade in the course based, in part, on at least one state or District-approved assessment.

### **Testing Out**

Alternatively, the District will grant equivalent credit for a required Michigan Merit Curriculum course if the student earns a qualifying score, as determined by MDE or by the District, on a state- or District-approved assessment (i.e., “testing out”).

The District will grant equivalent credit for a course if the student demonstrates a reasonable level of mastery by achieving a C+ or better on the final examination for the course or, if there is no final examination, by demonstrating subject area content knowledge by obtaining a C+ or better on an alternative assessment, such as a portfolio, performance, paper, project, presentation, or other established means. A student who earns credit in a course by “testing out” will not earn a grade in the course, and the credit will not be considered for determining grade point average or any honors earned based on grade point average.

The District will grant a student credit toward a diploma or alternative certificate if the student successfully completes, before entering high school, a state-mandated curriculum requirement by demonstrating proficiency on the content expectations for that curriculum requirement, either through successfully completing the course or by testing out.

Once a student earns credit in a course, either by successfully completing the course or by testing out, the student may not earn additional credit for the course or for a lower level course in the same subject.

The Board will recognize credits earned at other public schools and at accredited nonpublic schools. For students transferring from a home school program, the Superintendent or designee will assess whether the home school credit reflects proficiency in state and District content expectations for each course for which the student seeks to transfer credit. If the Superintendent or designee determines that the student is proficient in the subject area content, the District will award transfer credit.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Buckley Community Schools 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 counselor's office.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed.

## **INTERNET ACCEPTABLE USE POLICY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or

a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable

or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and building principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

### **EXTENDED LEARNING OPPORTUNITIES (ELO)**

After School ELO interventions are used to help facilitate student achievement by giving students more time to complete their assignment(s) under the guidance of a paraprofessional or certified teacher.

After School ELO will be utilized after school from 3:15 to 4:15 p.m.

A teacher can assign ELO or students may choose to attend on their own. If ELO has been assigned, a student will be expected to attend or other extended learning opportunities will be presented.

### **SUMMER SCHOOL**

The District may offer a summer school program to provide additional educational opportunities for students who need remedial instruction, credit recovery, or enrichment experiences. Students enrolled in summer school are subject to Board policies, rules, laws, behavioral expectations, and applicable student codes of conduct.

## **SECTION III – STUDENT ACTIVITIES**

### **ATHLETICS**

See Athletic Handbook

### **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 going to school, s/he must first make contact with his/her principal to discuss any legal requirements and obtain any needed documents.

## **SECTION IV – STUDENT CONDUCT**

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) (BEAR PRIDE)**

Multi-tiered System of Supports (MTSS) is a framework to provide ALL students with the best opportunities to succeed academically and behaviorally in school. In a MTSS, three tiers of instruction are typically implemented to address the needs of the student population in the areas of academics AND behavior. This three-tiered approach allows for the delivery of high quality, consistent curriculum to all students, by providing high quality instruction and interventions matched to student needs. Progress is monitored frequently to make decisions about changes in instruction or goals. Data is used to allocate resources to improve students' learning and to support staff implementation of effective practices. MTSS is a district-wide focus at Buckley Community Schools. We are utilizing the 11 essential components of MTSS as defined by the Michigan Department of Education: 1. Implement effective instruction for all learners 2. Intervene early 3. Provide a multi-tiered model of instruction and intervention 4. Utilize a collaborative problem solving model 5. Assure a research-based core curriculum (aligned with content standards) 6. Implement research/evidence-based, scientifically validated, instruction/interventions 7. Monitor student progress to inform instruction 8. Use data to make instructional decisions 9. Use assessments for three purposes: universal screening, diagnostics, and progress monitoring 10. Implement with fidelity 11. Engage parents and community

### **MTSS AT BUCKLEY COMMUNITY SCHOOLS**

We provide research-based instruction in all academic areas, and we teach students our behavioral expectations: Buckley Pride – We are Respectful, Responsible, Engaged Learners. Students engaging in the expected behaviors receive regular acknowledgement of their appropriate behavior through our school-wide positive behavioral interventions and supports system. Three times per year, we collect data from all students to assess the overall effectiveness of the programs we offer. All of these efforts are recognized as Tier I supports because they are presented to all students. When students need additional support, they are provided with research-based interventions designed to meet their needs. These interventions, called Tier II interventions, may include things such as reading and math interventions, referrals to the school counselor, behavioral supports such as re-teaching of the behavioral expectations, or a behavioral contract. Our school is a Title I school, so struggling learners may be provided support through these services. When students enter a Tier II intervention, additional, more frequent, progress monitoring is utilized to determine whether or not the intervention is working.

## **ATTENDANCE**

The purpose of Buckley Community Schools' attendance policy is to maintain academic standards for earning credit. According to the Michigan Revised School Code, the final legal responsibility for school attendance rests with the parent(s) and guardian(s) of students. Michigan law states that school attendance is compulsory for persons between the ages of 6 and 18. The Buckley Community School District and officials are obligated to enforce compulsory school attendance.

Since regular and consistent attendance is necessary in order for students to achieve satisfactorily and is a determining factor in grade promotions, the administration will monitor attendance. When a student begins to compile a record of excessive absences, an educational inquiry will be conducted to determine the impact on the student's academics. The administration will review the student's attendance record and consider a course of action. Such action may include referral to the county in which the student resides and/or juvenile court authorities for students under the age of 16.

Regular attendance is essential for promotion and success in your schoolwork, and excessive absences affect one's grades. Participation in classroom activities, discussions, and other interactions are necessary ingredients of the learning process.

1. All absences count toward the attendance limit. After 5 absences in a 9 week period, documentation must be presented to be excused for the following:
  - a. Doctor's written verification
  - b. Funeral attendance
  - c. Scheduled court appearance with written verification (as a witness).
  - d. College campus visits arranged by a school official. Three visits total during the junior and senior years. No visits allowed after May 1st.
  - e. Religious holiday
2. Chronic Absenteeism:
  - a. 10% of the cumulative school year (5 absences during a 9 week period)
  - b. After the 6th absence per 9 weeks, documentation will be required or the absence will be considered unexcused
  - c. Work must be made up and assignments completed to the satisfaction of the teachers involved.

- d. If efforts have no impact on student absences, a truancy referral will be made to the county in which the student resides
3. Excessive Absenteeism
  - a. 20% of the school year (4 days monthly)
  - b. An educational inquiry will be conducted to determine the impact on student's academics.
  - c. If further action is necessary, parents will be notified and encouraged to participate in a student engagement plan
4. Students may not attend any school activities on the days they are absent or suspended from school.
5. A student must be in school a full day in order to practice or compete in a school-sponsored activity. Only the school administration, with advance notice, can waive this rule.

### **ATTENDANCE PROCEDURES (SCHOOL 269–3325)**

In order for an absence to be considered excused, a parent or guardian must call the attendance office the day of the absence. Make-up work will be provided at the request of the student or parent.

Students with unexcused absences will be considered skipping and will be assigned an After School Detention. Students are expected to attend all classes, every day unless excused by their parents.

Any student who is 18 years of age or older whose schedule has been reduced to three (3) classes may be dropped from school for the balance of the semester.

A student who has ten (10) consecutive unexcused full day absences will be dropped from the school if he/she is 18 years of age or older. Referral may be made to the truant officer if the student is under 16 years of age.

Excessive absences, whether excused or unexcused, can have a detrimental effect on a student's classroom performance. Teachers will review with their classes, at the beginning of the year, the effects of poor attendance on a final grade.

### **MAKE-UP WORK:**

A student who is absent or truant from school must be responsible to get any assignments he/she needs to complete. The student has the number of days absent following their return to make up their work. This is a minimum; teachers are

encouraged to hold students accountable for make-up work allowing a reasonable amount of time. Students excused for school sponsored activities must meet all classroom activities.

### **ATTENDANCE POLICY**

If a student accumulates ten (10) or more semester absences in a class(es) the student and parent/guardian will be notified that the student may lose credit in the class(es) he/she has accumulated ten absences.

### **MAKE-UP DAYS**

After school is an option for make-up days for students. Our goal is to keep all students in school. We will schedule after school (3:15 p.m. to 4:15 p.m.) throughout the school year. The students will be supervised by an adult and are expected to quietly study for the full hour. Six (6) After schools of one (1) hour will equal 1 make-up day for absences.

### **APPEAL POLICY**

After a student loses credit the parent/guardian may ask to appeal the decision before a committee of the principal and five (5) faculty members. The results of such an appeal hearing will be sent to the parent in writing within one week of the hearing. Any further appeal must be made by the student or parent to the superintendent.

### **TRUANCY**

Unexcused absence from school (truancy) is not acceptable and may result in,

- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **TARDINESS**

#### **ELEMENTARY**

A student who is not in his/her assigned room by 8:10 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Students who do not arrive by 8:20 a.m. will be considered absent. For elementary students afternoon attendance is tardy ten minutes after returning from lunch. Anything longer than ten minutes will be considered absent.

#### **SECONDARY**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office

before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be assigned a tardy. Students who are more than 10 minutes late will be considered absent for that instructional period. Consistent first hour absences could also result in the following consequences.

Students who are tardy more than 4 times during a semester shall be disciplined as follows:

- 5 tardies–Meeting with the Principal
- 6 tardies–Lunch Detention
- 7 tardies–1 hour After School Detention
- 8 tardies–2 hour Saturday School Detention
- 9 tardies–Repeat consequences from the beginning

More than 10 tardies could result in a petition for truancy to the county in which a student resides. A meeting with parents will be required.

**\*\*NOTE--WORK PERMITS AND DRIVING PERMITS MAY BE PULLED BY ADMINISTRATION IF STUDENTS CANNOT FOLLOW THE ATTENDANCE AND TARDY POLICIES.**

### **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip, however, teachers are not required to provide work for students who miss school for family vacations.

### **CODE OF CONDUCT**

A major component of the educational program at Buckley Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;

- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

## **DRESS AND GROOMING**

In order to establish and maintain a productive and appropriate learning environment and instill student respect for the educational environment, students shall maintain a reasonable standard of wearing apparel that is not disruptive to the educational process. Personal expression is permitted within these general guidelines.

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.

The following list is meant to serve as a guideline:

- Any clothing or attire that creates disorder, disrupts the learning environment and/or encourages drugs, alcohol, tobacco or exhibits vulgarity, profane comments, ethnic intimidation or sexual innuendos is strictly forbidden
- Hats and/or hoods (all generally termed head coverings) may not be worn without specific permission ( example: student council activity).
- Clothing may not reveal undergarments or bare/exposed midriff
- All tops must have a three finger width strap or sleeve
- Shorts/Skirts/bottoms must have extended hemlines to mid-thigh with a four inch inseam of a solid material that sits longer than the bottom hem of the shirt. Slits, rips, or holes in material may not be above this length.

Students who are representing Buckley Community Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams.

## **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.

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 or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### ***1. Use of drug***

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies.

## **2. *Use of Breath–Test Instruments***

The principal may arrange for a breath test for blood–alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **3. *Use of tobacco/vaping products***

The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited by this policy.

## **4. *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. Students who disrupt the school may be subject to suspension or expulsion.

**5. *Possession of a weapon***

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/ her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

**6. *Use of an object as a weapon***

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**7. *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.

**8. *Purposely setting a fire***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

**9. *Physically assaulting a staff member/student/person associated with the District***

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**10. *Verbally threatening a staff member/student/person associated with the District***

Verbal threats at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. *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 disciplinary action up to and including suspension or expulsion.

**12. *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 could result in suspension or expulsion.

**13. *Cheating, plagiarism, & forgery***

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**Note:** Students who are caught plagiarizing or cheating will receive a failing grade on the assignment and will be disciplined according to the handbook. Second offense in the same class will result in the loss of credit for the nine (9) weeks in

that class. Third offense in the same class will result in the loss of credit for the semester.

Two total documented instances of cheating and/or plagiarism may cause a student to be ineligible for NHS, scholarships, letters of recommendations, academic awards, athletics, and field trips. If a student is a current member of NHS or Student Council a hearing will be held to determine if the student will be on probation or dismissed.

#### ***14. False alarms, false reports, and bomb threats***

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

#### ***15. Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

#### ***16. Trespassing***

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### ***17. 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 principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### ***18. 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. Chronic disobedience can result in expulsion.

**19. *Damaging property***

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**20. *Persistent absence or tardiness***

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

**21. *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. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

**22. *Refusing to accept discipline***

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

**23. *Aiding or abetting violation of school rules***

If a student assists another student in violating any school rule, 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.

**24. *Displays of affection***

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**25. *Possession of Wireless Communication Devices (WCDs)***

See Cell Phone policy.

**26. *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.

Persistent violations of rules could result in suspension or expulsion.

**27. *Violation of bus rules***

Please refer to Section V on transportation for bus rules.

**28. *Disruption of the educational process***

Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

**29. *Harassment***

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g. Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or superintendent. Complaints will be investigated in accordance with board policy.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. The following form can be found on the district website.

4104-F-1 Discrimination-Retaliation Complaint Form

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

## **HARASSMENT**

A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

## **SEXUAL HARASSMENT, MAY INCLUDE, BUT IS NOT LIMITED TO:**

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones

and is intended to create or has the effect of creating discomfort and/or humiliation to another;

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as

the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

### **Implementation**

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

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

### **Procedure**

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

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

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining

student (s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The Identity of the student who files the report or complaint will not be voluntarily shared with alleged perpetrator (s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student (s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student (s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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

The principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three 3 school days after a report or complaint is made.

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

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

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the

target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

### **Definitions**

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

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

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

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

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- adversely affecting the ability of a student to participate in or benefit from

the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- having an actual and substantial detrimental effect on a student's physical or mental health; and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

**“Staff”** includes all school employees and Board members.

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

## **CONFIDENTIALITY**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## **NOTIFICATION**

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

### ***31. Possession of a Firearm, Arson, and Criminal Sexual Conduct***

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal’s office.

## **CRIMINAL ACTS**

Any student engaging in criminal acts 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.

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

## **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian

traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### ***Profanity***

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **UNACCEPTABLE STUDENT BEHAVIOR**

It should be recognized that not every type of misconduct which may result in suspension or expulsion can be specifically described in a document such as this. In instances of student misbehavior which are subject to discipline under the School Code and which are not specifically listed in this Student Code, appropriate discipline may be imposed at the discretion of the building administration or the Board of Education. Any violations of state or federal law will be directed to the appropriate local officials.

The following types of conduct are to be considered as serious violations and will not be tolerated in our school. The minimum penalties are listed with the violations.

<b>Offenses</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Inappropriate Behavior</b>	1 hour–All day In School Detention	1–2 hour *ASD-All day In School Detention	*ASD–Suspension
<b>Inappropriate Language Verbal or Written</b>	1 hour–All day In School Detention	1–2 hour *ASD- All day In School Detention	*ASD–Suspension
<b>Cheating/Plagiarism</b>	In School, After School, Saturday School and 0 on assignment	Suspension and loss of credit for nine weeks in that class	Suspension and loss of credit for semester in that class
<b>Public Display of Affection</b>	Warning	1 hour *ASD	1-2 hour *ASD
<b>Skiping Class</b>	1 hour *ASD	1-2 hour *ASD	1–3 day ISS
<b>Leaving Class or School without permission</b>	1 hour–All day In School Detention	1–2 hour *ASD	*ASD–Suspension

<b>Leaving School with permission – but not checking out</b>	Warning	1 hour *ASD	1-2 hour *ASD
<b>Physical Assault</b>	1–180 Days out of school suspension and possible recommendation to the Board of Education for expulsion		
<b>Possession of property not belonging to you</b>	After School Detention up to 1 day Out of School Suspension	1–3 Day –Out of School Suspension	5–10 Day–Out of School Suspension
<b>Possession, use of, under the influence of drugs, alcohol, or non– alcohol malt beverages, inhalants, look–alike, drug paraphernalia, prescription, or non– prescription drugs on school property</b>	5 day Out of School Suspension with 5 Counseling Days	10 day Out of School Suspension with recommendation for expulsion	
<b>Selling drugs or look–a–likes</b>	10 day Out of School Suspension	10 day Out of School Suspension with recommendation for expulsion	
<b>Possession of, use of, under the influence of tobacco/vaping products or electronic cigarettes/vapes or similar devices</b>	Combined 8 hours of ASD/SS and completion of an on-line education vaping/tobacco program.	3 day Out of School Suspension	5 day Out of School Suspension with creation of a student positive behavioral intervention plan
<b>Intimidation, use or possession of a weapon, including guns, knives, or bomb threat</b>	1 – 180 Out of school suspension with recommendation to the Board of Education for expulsion		
<b>Fighting</b>	1–3 Day Out of School Suspension	3–5 Day Out of School Suspension	10 Day Out of School Suspension w/ recommendation for expulsion
<b>Sexual Harassment</b>	1–10 Day Out of School Suspension		1 – 180 Day Out of school suspension with recommendation to the Board of Education for expulsion
<b>Written/Verbal threats, to a staff member or a student</b>	1–180 Day Out of School Suspension with a possible recommendation for suspension	Long term out of School Suspension with recommendation for expulsion	
<b>Intentional Theft or Destruction of school's, staff's, or student's property</b>	1–5 Day Out of School Suspension and Reimbursement	5–10 Days Out of School Suspension, plus Reimbursement and possible recommendation for expulsion	
<b>Fire Dangers — Lighting matches, possession of lighter or fireworks, pulling fire alarm, discharging of fire extinguisher and possession of drug paraphernalia</b>	1–3 Day Out of School Suspension	3–5 Day Out of School Suspension	1 – 180 Day Out of school suspension with recommendation to the Board of Education for expulsion
<b>Cell Phone use violation</b>	Loss of phone during class time and turned in to office	Loss of cell phone privileges for a week	Loss of cell phone use for remainder of the school year

Harassment and Bullying	1–180 Days out of school suspension and possible recommendation to the Board of Education for expulsion		
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**\*Restorative practices will be used when deemed appropriate by school administration**

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s objective of minimizing out-of-school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

All victim-offender conferences must be conducted consistent with state and federal law and policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

**\*NOTE--Work permits and driving permits may be pulled by administration if students cannot follow behavioral expectations.**

\*ASD—After School Detention, ISS - In School Suspension, OSS - Out of School Suspension, SS -Saturday School

## **DISCIPLINE**

Two types of discipline are possible, informal and formal.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch–time or after–school detention;
- in–school restriction
- after school
- Saturday school.

## **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.

### **DETENTIONS**

#### **IN-SCHOOL DETENTION**

Students may be assigned an in-school detention by an administrator or any member of the faculty. The students will be sent to the in-school room and must work quietly. The in-school detention could last from 1 hour to an entire day.

#### **AFTER-SCHOOL DETENTION**

(3:15 PM – 4:15 PM)

Students may be assigned an after-school detention by an administrator or any member of the faculty. This is for those students with undesirable patterns of behavior.

Each student is to have sufficient materials and books to study for the time assigned to detention and must cooperate with the regulations of the detention supervisor. Any student who does not abide by the regulations of the detention period may be assigned to a one hour after-school detention. **If students are absent on the day they are assigned detention, they will be expected to stay for the detention on the day they return to school.**

When a student is assigned an ASD, the parent or guardian will be notified by a phone call from the school whenever possible. If a parent or guardian cannot be reached by phone, the student is still responsible for attending the ASD. Students assigned an ASD may serve the ASD the day it is assigned or next day. (Example: If assigned on Monday the student could serve the ASD Monday or Tuesday.) Students not attending the ASD will be assigned additional consequences.

#### **AFTER-SCHOOL DETENTION POLICIES:**

1. Students must bring study materials to detention or they will be assigned another detention (ASD or SS).
2. No talking and no studying together will be allowed.
3. No leaving the designated area.
4. Report on time. Any person tardy will be assigned to an additional time.
5. The student must totally cooperate with the supervisor or that student will be reassigned two 2-hour SS.
6. Sleeping is not allowed.

7. No food or drink except during breaks.
8. No phones--must be placed in a designated basket when entering the ASD.
9. Transportation will not be provided for after-school detentions.
10. Computers cannot be used for playing games.

### **SATURDAY SCHOOL (SS)**

The Saturday school will be in session from 8:00 a.m. to 10:00 a.m. or 10:00 a.m. to 12:00 p.m.

Assigned students will attend a continuous 2 hour period during which time they will be permitted one (1) 5-minute break at 9:00 a.m. or 11 a.m. Each student shall arrive with sufficient educational materials to remain busy during this 2 hour study period.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **SUSPENSION FOR TEN DAYS OR LESS**

A student recommended for suspension for up to ten days will be given either oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident. Notice of the charges and an opportunity to be heard will generally precede the student's removal from school, but prior notice and hearing is not required where the student's presence endangers persons or property or threatens disruption of the academic process. In the event suspension occurs before an opportunity to be heard, the notice and hearing shall follow as soon as practical. The hearing shall be conducted by a school administrator. A student's parent(s) or legal guardian(s) will be notified as soon as possible following the imposition of punishment. Before suspending a student the mandatory seven factors will be considered.

### **SUSPENSION FOR MORE THAN TEN DAYS**

Pursuant to Section 1311 of the Revised School Code, the Board of Education has delegated the authority to assess a disciplinary suspension less than 60 days to the school superintendent. In such cases, the student shall be entitled to written notice of the charges and an opportunity for a hearing before the superintendent. At that hearing, the student is entitled to written notice of the charges, the opportunity to ask questions of the administrator making the allegations, and the right to inspect all evidence in support of the allegations. The student has the right to present,

through witnesses and evidence, their version of the events and may employ the services of an attorney at their own expense. After the hearing is concluded, the superintendent will render a written determination regarding the charges. The student then has the right to file a written appeal with the Board of Education within five (5) school days of the date of the superintendent's determination. In the event the Board of Education determines a violation has occurred and does not accept the recommendation for long-term suspension made by the administration, the student may be allowed back in school on probation. The terms of the probation may be determined by the administration, which could include up to 10 days of out of school suspension and/or community service or restorative practices.

## **EXPULSION**

These behaviors may require expulsion according to Michigan Revised School Code:

- **PHYSICAL ASSAULT** – Student to Adult: Revised School Code Section 1311(a) adds the category of physical assault upon school employees, volunteers, or contractors to the misconduct for which a Michigan public school student **MAY BE EXPELLED**. Any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days.
- **VERBAL ASSAULT** – Student to Adult: Section 1311(a) also mandates expulsion for up to *180 school days* of any student in grade 6 or above who commits a “verbal assault” against a school employee, volunteer, or contractor.
- **PHYSICAL ASSAULT** – Student to Student: Section 1310 of the School Code extends the mandatory expulsion. If a student in grade 6 or above commits a physical assault against another student, and the assault is reported to the board or administration, the school board shall expel the student for up to 180 school days.
- **POSSESSION OF A DANGEROUS WEAPON**– Dangerous weapons shall include, but are not limited to: firearm, stiletto, knife with a blade over 3 inches in length or opened by a mechanical device (switchblade), dirk, iron bar, chains, clubs, piano wires, brass knuckles, look alike weapons or any other instrument or device that is held up to be a dangerous weapon under federal or state law.
- Over 40 office discipline referrals **MAY** result in **EXPULSION**.

Our School Board has declared the Buckley Community School a “Weapon-Free School Zone”. The Michigan Legislature amended the Michigan Penal Code through Public Act 158 of 1994 to create a new category of crimes and penalties,

which take place within “Weapon-free zones”. If a student possesses, in a weapon-free school zone, a dangerous weapon, or commits arson or rape in district buildings or on district property, the Board of Education **MAY EXPEL** the student permanently from the school. A dangerous weapon is defined by Michigan law as: a firearm (gun), dagger, dirk, stiletto, knife with a blade over 3” in length, a knife opened by mechanical device (switchblade), iron bar, or brass knuckles. Additionally, property includes vehicles used to transport students to and from school activities, buildings, playing fields, or property used for school purposes, and to support instructors, functions, or activities of the school.

Possession of a firearm is a mandatory, minimum, one year suspension.

- A firearm is defined as: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas
- Bomb, Grenade
- Rocket having a propellant charge of more than four ounces
- Missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a destructive device.
- Any weapon which will, or which may be readily converted to, expel a projectile by action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

## **EXPULSION PROCEDURES**

The Superintendent or other administrator shall make a recommendation for the expulsion of a student from school to the Board of Education. These recommendations shall be in writing and the following procedures shall be followed:

### **DUE PROCESS FOR SUSPENSIONS AND EXPULSIONS:**

The following practices and procedures are established as guidelines for all administrators to follow in taking disciplinary actions, which lead or might lead to suspension and/or expulsion of school students.

1. Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Written records of all such involvement should be maintained in the pupil's file.
  - a. WHEN THE NUMBER OF SUSPENDED DAYS REACHES 10 FOR ANY SPECIAL EDUCATION STUDENT, A MANIFESTATION HEARING WILL BE HELD.
2. In an instance of suspension from school, the following conditions shall be adhered to:
  - a. The student shall be informed of the specific charges against his/her, in writing, including the rationale for the suspension and the conditions of time and means of the termination of suspension.
  - b. The students will have the right to present to the school administration any relevant information that will support his/her defense.
3. If the student is suspended by the school administration, the administration will:
  - a. Notify the parents as soon as possible of the suspension, the reason(s) for it, and the steps necessary to affect the student's return.
  - b. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school and setting, if necessary.
  - c. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent to review the decision.
  - d. CTC students suspended from Buckley Schools will also be suspended from CTC. Consequences from CTC may also be enforced at Buckley Schools.

## **OTHER VIOLATIONS**

**School Sanctioned Trips:** Groups that travel under District auspices are representatives of the student body and the community. They should be mindful of the Student Code of Conduct and not bring embarrassment on themselves, their club or team, or their school.

**PENALTIES:** Students who violate the BCS Student Code of Conduct while on a school sanctioned trip will be punished accordingly. If there are violations of the Student Code of Conduct while a club, group, team, or individual is on a trip, any of the following penalties may occur:

1. If a major violation occurs and is substantiated, the offending student will not be allowed to further participate in the activity. An administrator will immediately be notified and will determine whether the trip/activity is to

continue.

2. A “permanent clause” may be enacted and the club, group, team or individual student may not be allowed to participate in any further school sanctioned trips or activities for up to two years until permission is requested of, and granted by, the administration.

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Principal and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community’s legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **SUSPENSION FROM SCHOOL**

Prior to suspension from school the district When a student is being considered for

a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process,

- The student shall not be allowed to remain in school.
- The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed

- after the return to school.
- while on suspension.

Any learning such as labs, field trips, and skill-practices that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

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:

- A. intentionally disrupted the class, subject, or activity;
- B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or

C. was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

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

### **LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 5 days after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Buckley Community Schools 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 Principal.

### **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.).

### **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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 not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the

District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **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, unsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - b. advertises any product or service not permitted to minors by law,
  - c. intends to be insulting or harassing,
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. 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 principal twenty-four (24) hours prior to display.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, 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. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have 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. A student may not petition to have a change in grade.

## **SECTION V – TRANSPORTATION**

Philosophy: The general purpose of the Buckley Community Transportation Program is to get students to school safely and conveniently. Because a driver must give primary responsibility to the safe handling of the bus, it is extremely important that the students follow common rules of safety and courtesy. The following rules will clarify the conduct that is demanded of all students as the general rules for a safe bus trip.

### **DRIVER'S AUTHORITY:**

- The driver has full authority over pupils on the bus and all students are expected to comply with the driver's request.
- The driver has the authority to discipline the students for misbehavior, or failure to follow the rules including recommending suspension of the student from the bus.

### **STUDENT CONDUCT:**

- Courteous conduct on the part of the students will make transportation pleasant and safe for everyone.
- Conduct in the buses is expected to be much the same as in the classroom.
- Rough language, wrestling, fighting, throwing, and general fooling around is forbidden.
- Students will refrain from eating or drinking on the bus.

### LOADING AND UNLOADING:

Students will load and unload from front doors only. The rear door is for fire or emergency only.

- No loading or unloading while the bus is in motion.
- Students who must cross the road should wait for the driver to signal the student to cross in front of the bus.

### GENERAL SAFETY:

- Students must remain in their seats when the bus is in motion.
- No part of the body shall be allowed to protrude from the bus windows.
- Students waiting for buses are not to play in the road or interfere with passing traffic.

### GENERAL PROCEDURE:

Students are expected to be waiting at their bus stops. Because the bus is expected to run on a schedule, do not expect the bus to wait.

Students must present a note to the principal from their parents if they are to get off at a different stop. Students are only permitted to ride their assigned bus. The note will be approved at the office, and returned to the student to give to the bus driver. Bus routes will not be altered to accommodate a different drop-off point.

### SPECIAL BUS TRIPS:

- The above rules apply on all field trips and extra bus trips (ball games, etc.) also.
- The sponsor, teacher, or coach is responsible for student behavior.
- The sponsor, teacher, or coach is responsible for bus cleanliness.

### DISCIPLINE:

- First offense – Bus Driver counsels behavior
- Second Offense – Parent contact
- Third Offense – Written referral to administration – 1 day off
- Fourth Offense – 3 days off
- Fifth Offense – 10 days off
- Sixth Offense – removal from bus for remainder of semester

For serious or continuous violations of bus rules a student may be suspended permanently from riding the bus if the behavior continues to be inappropriate. Suspension appeals follow established suspension procedures.

Note: Rules are posted in each bus. All passengers must adhere to these rules.

### SELF-TRANSPORTATION TO SCHOOL

It is a privilege to drive to school, and the privilege may be revoked at any time for just cause. If good citizenship and passing grades are not maintained, this privilege will be revoked. The school district is not obligated by law to permit student cars on school property. Students driving cars to school will be required to register in the principal's office. You may drive only those cars that are registered. To register your car you will need to present your driver's license number, car plate number, auto insurance company and policy number.

If you drive to school you must follow these simple regulations:

At the beginning of each school year, rules and regulations will be issued to those students wanting to drive. Students will be granted permission to drive only upon the completion of a registration form which may be obtained in the office.

- All motor vehicles driven to school by students are to be parked in the high school gym parking lot, no exceptions.
- Vehicles are not to be driven during the school day, unless approved by an administrator.
- Students may not loiter in the parking lot or in parked cars at any time. Students violating this regulation may be suspended and/or assigned an ASD.
- All vehicles must be locked.
- Exhibition driving will not be tolerated. Any confirmed report of reckless driving in school will result in loss of driving privileges.
- Any report from a bus driver regarding pulling in front of a bus or driving carelessly near a bus at any location in our community will result in loss of driving privileges and a report of the incident to the school administration.
- Unauthorized students who drive to the Career Tech Center will lose all driving privileges for the remainder of the school year.
- If you have to visit your car during school hours you must get permission from the office.
- Unidentifiable vehicles and vehicles not having permission to park on school property may be towed at the owner's expense.
- The speed limit for the parking lot is 15 miles per hour.

WHERE EVERY  
STUDENT IS  
OUR FIRST  
PRIORITY