

**BEAR LAKE
ELEMENTARY
HANDBOOK**



Bear Lake Schools
2021-2022

Bear Lake Elementary School Handbook
School Year 2021-2022

Welcome to the 2021/2022 school year!

Dear Students and Parents,

Welcome to the Bear Lake School, home of the LAKERS! We are pleased to have you here as a student. We will do our best to help you make your experience here at Bear Lake as productive and successful as you wish to make it. You will find people here who really care about you and want to help you in every way that they can.

The administration, faculty and support-staff have been busy preparing for this new school year with expectations for the best year yet. We have dedicated ourselves to providing the best possible experiences academically, building a strong sense of community, and making Bear Lake Elementary a warm and inviting environment that is conducive to good learning. We invite parents to share in this community of learning as we strive to nurture your children in a first-rate educational setting. This is an exciting time for all of us as we look ahead to the futures of our children and our school community. We all must work together to attain our highest visions for excellence.

I would like to invite any parent who has questions or concerns about the policies contained in this handbook to contact me at 231-864-3133. I would be glad to sit down and discuss any concerns or questions that you may have, in the pursuit of improvement for the educational process at Bear Lake Elementary.

Here's wishing all of our student's success for the 2021-2022 school year!

Sincerely,

Sarah K Harless
Principal
231-864-3133

SKH/rsm

Sarah Harless, Principal 231-846-3133 ext. 2150
Renee Mallison, School Secretary 231-864-3133 ext. 2101
Jakob Veith, Superintendent 231-864-3133 ext. 2100

School Year 2021-2022
Adopted by the Board of Education on July 21, 2021
Discipline Code adopted by the Board of Education on July 21, 2021

It is the mission of Bear Lake Schools

To engage all learners in a comprehensive educational process
which enables them to reach their full potential.

Bear Lake Schools Vision Statement

The attentive, knowledgeable staff of Bear Lake Schools
will:

- ◆ Prepare students for the demands of the 21st Century
and beyond
- ◆ Exceed every student's social, athletic, and academic
need
- ◆ Continue to provide a safe, nurturing learning
culture committed to all

Our goal as a school district is to have each and every
student reflect on their educational experience and
announce proudly that he/she could not have asked for a
better educational opportunity provided by the Bear
Lake School District.

School Administration

Mr. Jakob Veith, Superintendent of Bear Lake Schools

Mrs. Sarah Harless, Principal

Mr. Tony Shrum, Athletic Director

Board of Education

Mrs. Bethany Merrill, President

Mr. Eric Smith, Vice-President

Mrs. Rebecca Fink, Secretary

Mr. Greg Babinec, Treasurer

Mrs. Angela Eisenlohr, Trustee

Mr. Shad Buckner, Trustee

Mrs. Connie Ledford, Trustee

Regular Business Meetings – 7:00 p.m.; Media Center Bear Lake School

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Elementary School Staff

Principal	Mrs. Sarah Harless
Secretary	Mrs. Renee Mallison
Classroom Teacher.....	Mrs. Beth Altergott
Classroom Teacher.....	Mrs. Ann Edmondson
Classroom Teacher.....	Ms. Amy Falk
Classroom Teacher.....	Mr. Jeff Harthun
Classroom Teacher.....	Ms. Hope Higley
Classroom Teacher.....	Mrs. Kelsey Kosiboski
Classroom Teacher.....	Mrs. Lori Mullet
Classroom Teacher.....	Mr. Eric Ware
K-3 Learning Recovery.....	Mrs. Brook Czerniak
Special Education.....	Mrs. April Hasenbank
Band.....	Ms. Brenna Richardson
Library/Transportation Secretary	Mrs. Ann Smith
Food Service	Mr. Tim Klenow
.....	Mrs. Heidi Leffew
.....	Ms. Kristen Kochick
.....	Ms. Sue Anderson
Title I Aides (Lunchroom/Playground/Classroom)	Mrs. Penny Nettler
.....	Ms. Elizabeth Thompson
Custodial	Mr. Ricke Guerne
.....	Mr. Alec Kuuttila
School Bus Drivers	Mrs. Deb Bradford
.....	Ms. Renia Kuenzer
.....	Mr. Mark Ward

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FOREWARD

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 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 principal.

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 July 21, 2021. If any of the policies or administrative guidelines referenced herein are revised after July 21, 2021 the language in the most current policy or administrative guideline prevails.

SCOPE OF HANDBOOK

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year.

This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook is intended as a guideline for parents, students, and staff in the day-to-day operation of this school. It is impossible to anticipate every situation and set of circumstances that may arise during the course of a school year. Therefore, parents, students and staff must understand that the school is not limited to the actions outlined in this handbook.

It is particularly difficult to anticipate every disciplinary infraction, potential danger, or inappropriate behavior that might occur. The disciplinary guidelines outlined in this handbook may not be appropriate for every situation and it is understood that the school's actions will include, but not be limited to, the guidelines outlined in this handbook.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, gender, age, ancestry, national origin, or other protected characteristic as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Sarah Harless
Principal, District Compliance Officer
7748 Cody Street
Bear Lake, MI 49614
231-864-3133

Eric Ware
District Compliance Officer
7748 Cody Street
Bear Lake, MI 49614
231-864-3133

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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

The Board of Education recognizes and values parents and families as children’s first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student’s parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term “families” is used in order to include children’s primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The entire policy can be found on the school website, NEOLA Policy 2112.

ATHLETIC BOOSTERS

Bear Lake Schools has a very active Athletic Boosters group that supports and promotes athletics and related activities.

Membership is open to any parent or interested community member and dues are very minimal.

The Bear Lake Athletic Boosters have done much to support Bear Lake Schools athletic programs and we encourage parents to become involved with the Boosters. For more information, contact Janette May at 645-8262.

SCHOOL DAY

The school building will open at 7:40 a.m. Students **should not** arrive before 7:40 a.m.

Kindergarten – Sixth Grade	7:55 a.m. – 2:50 p.m. (M-Th)
	7:55 a.m. – 12:50 p.m. (Friday)

STUDENT’S SCHOOL DAY

- A. Students who do not ride the bus should arrive at school between 7:40 a.m. and 7:55 a.m.
- B. Students who ride buses arrive about 7:35 a.m.
- C. Breakfast is served between 7:45 a.m. and 7:55 a.m. All students should be completed with breakfast and **in their room by 7:55 a.m.**
- D. Students should report to their classrooms between 7:45 a.m. and 7:55 a.m. Any student that arrives after 7:55 a.m. is to report to the office to sign in. A student who is not in his/her assigned location by 7:55 a.m. shall be considered tardy. When a student is tardy, s/he misses the beginning instruction of that class. Often this instruction is crucial to your child’s learning. It is

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also important for your child to learn to be on time for school, work, appointments, etc. Please help us by stressing the importance of being on time to your child.

- E. K-1st grade will be dismissed slightly early so they may board the busses without the confusion of the older students. Second - sixth grade will be dismissed at 2:50 p.m. (12:50 p.m. on Fridays), after the bell rings.

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 can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure 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 responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

STUDENT WELL BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire 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 an emergency medical card 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 should submit those needs, in writing and with proper documentation by a physician, to the School Office. All medications, prescribed and non-prescribed, are to be delivered to the main office **and taken only with adult supervision.**

INJURY AND ILLNESS

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

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

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.

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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 birth certificate or similar document,
- 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.

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 student 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.

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.

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The requirements for entering kindergarten:

- A. Present a Certificate of Birth to the school;
- B. Present a record of immunization.
- C. Vision and hearing screening is also required before your child starts Kindergarten;
- D. A child must be 5 years of age on or before September 1st of that school year in order to enter Kindergarten;

HEALTH SERVICES

The Manistee County Health Department provides the following services each year:

- A. Vision screening given in Grades 1, 3, 5 and referrals from teachers and parents in Grades 2 and 4.
- B. Hearing tests are given Grades K, 1, 2, 4 and referrals from teachers and parents in Grades 3 and 5.

Bear Lake Schools provided the following services each year:

- A. Growth and Development films are shown with parental permission to female and male students in Grade 5.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a request by the parent, a person whose signature is on file on the school office, or the parent coming to the school office to request the release. 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 Bear Lake School, 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 the main office for specific details.

School officials, when transferring students 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 written consent of his/her parents.

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 main office.

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Diphtheria	Tetanus	Pertussis	Polio	Measles	Rubella
Mumps	Hepatitis B	Varicella			

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Noncasual-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.

BLOOD-BORNE PATHOGENS

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.

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 MEDICATION

The medications and/or treatments, which may be administered, are defined in Policy 5330 of the Bear Lake Schools Guideline. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form (5330 F1) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form will include:
 - 1. student's name
 - 2. medication and dosage or procedure required
 - 3. times required
 - 4. special instructions including storage and sterility requirements
 - 5. date prescribed medication will be started
 - 6. date prescribed medication will no longer be needed
 - 7. physician's name, address, and telephone number
 - 8. authorization for school personnel to administer the prescribed medication, if necessary
 - 9. agreement to notify the school in writing if the medication, dosage, or procedure is changed or eliminated. A new request form must be submitted each school year.
- C. All medications to be administered during school hours must be registered with the principal's office.
- D. The parent or a responsible adult will assume safe delivery of the medicine to school.
- E. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - 1. student's name
 - 2. physician's name
 - 3. date
 - 4. pharmacy name and telephone number
 - 5. name of the medication
 - 6. prescribed dosage and frequency
 - 7. special handling and storage directions
- G. 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 the school year.
- H. 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.
- I. 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.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contact for authorization. The medication will be confiscated until authorization is received.

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

Parents may authorize the school to administer a nonprescribed 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 nonprescribed 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.

In addition to this, several procedural changes will also take place to further improve on safety and communications between home and school. The following will be in effect for the duration of this school year and thereafter:

- ◆ Parent, or other responsible adult, must deliver all medicine to school between the hours of 7:30 a.m. and 3:30 p.m.
- ◆ The medication must be in a prescription bottle with the number of pills noted on the bottle

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.

INDIVIDUALS WITH DISABILITIES

The American's 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 and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Eric Ware at 864-3133.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular 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 extra-curricular program. offered by the District. Parents should contact the principal 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.

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Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 83850). 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 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 found at the Superintendent'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 principal. 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, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationship, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or

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- 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, DE
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

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 responsible for loss or damage to personal valuables.

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 Discipline Code.

SKATEBOARDS, ROLLERBLADES & SCOOTERS

Skateboarding, rollerblading, shoes with skates built in and riding scooters are not permitted on school property. Should a student bring a skateboard, rollerblades, or scooter to school must be checked in to office immediately upon arrival and may be picked up when the student goes home.

STUDENT FEES, FINES, CHARGES AND SUPPLIES

Bear Lake School charges specific fees for the following noncurricular 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.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or hi/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. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can by 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.

REVIEW OF INSTRUCTIONAL MATERIALS

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 should 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 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 principal.

Bear Lake School will be participating in the Community Eligibility Provision (CEP) as part of the national School 1and School Breakfast Programs for the School Year 2021-2022. The Community Eligibility Provision is a non-pricing meal service option for qualifying schools. Students enrolled at Bear Lake School can receive a healthy breakfast and lunch at no charge to your household each day. In place of Free and Reduced Application we still need your household to fill out and sign the Household

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Information Report. This report is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title 1A, At-Risk (31A), Title IIA, E-Rate, etc. New Household Information Reports must be submitted to school every school year.

Bear Lake School District participates in the National School Food Program and complies with their regulations regarding school meals. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program discrimination Complain Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

- All students will be designated with a meal status of either full pay, reduced or free. This information is confidential and will not be shared unless written permission is given by parents/guardians.
- Every elementary student will be assigned a 30 minute lunch/recess period.
- Every student must clean up their area where they eat their meals.
- Students must be in designated areas during meal times.
- No food or beverages are to be consumed in the hallways. Glass containers are not permitted.
- Bear Lake Elementary School has a closed campus during meal times. No student, regardless of age, shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Students that live within walking distance of the school may, upon written permission by parents and authorized by the principal, be allowed to walk home for lunch. These students may not take other students home with them and excessive tardiness/afternoon absenteeism may result in revocation of this privilege.
- Students will conduct personal business, including using the school telephone, during meal time only.
- Students are not allowed to order from a restaurant and have it brought to school. Students may bring their own lunch to school to be eaten in the school's cafeteria.

Meal Payments/Charges

1. Students have their own lunch account. Lunch accounts should be prepaid. They are not to be used as a charge account; rather, much like a checking or debit account. Payment to the account (Meal Magic) may be done by either form of payment: Online at <http://www.sendmoneytoschool.com>; or send a check to school with your child, made payable to Bear Lake School (or cash).

Extra Entrees and Ala Carte Food Items

1. Regardless of meal status, students will not be allowed to purchase extra food items until every student has received their first meal during their designated meal time.
2. If a student wants to purchase additional items, they must first ask permission from the cashier before purchasing an extra food item. The cashier will check the student’s account for available funds. Students must have funds in their account to purchase additional items or have cash in hand to give to the cashier at the time of purchase.

FIRE, LOCK DOWN 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. The alarm signal for fire drills consists of a high pitched audible alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a P.A. announcement.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a P.A. announcement.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WWTV-Cadillac TV 9 & 10	WPBN-Traverse City TV 7 & 4	WGTU-Traverse City TV 29 & 8
Fox TV 33	WMTE-Manistee	WTCM-Traverse City
WBNZ-Frankfort	WKLA – Traverse City	

The school will also use the Alert Now system. Please be sure you update your phone numbers with the main office.

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 be buzzed in at a main entrance and 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 two days in advance.

USE OF THE 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 safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is located outside the Lower Gym. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester.

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.

STUDENT FUNDRAISING

Bear Lake School allows many opportunities for students to participate in fundraising to help with the cost of Grace Adventures Trip, Senior Trip, and purchase of Cap and Gowns for the graduation ceremony. The money raised by Bear Lake students in the name of Bear Lake School for specific school sponsored student events must be kept at Bear Lake School.

If a student graduates from Bear Lake School, any money remaining in the student's account may be gifted to a sibling. If there is not a sibling to gift the money to, it will be absorbed into the class account. Money remaining will end up in the general fund for that class. Money left in a graduating class account at the end of the year may be spent on a gift for the school in honor of that class, or it may be gifted to the class advisors for the next incoming class.

Money raised in the name of Bear Lake School may only be spent on the following:

- Grace Adventures Trip
- Senior Trip
- Cap and Gown
- Flowers for graduation ceremony
- Or other school sponsored trips

Class funds may also be spent on the cost of flowers for members of that class in the case of accidents, hospital stays, funerals, ect. This spending is up to the class advisor's discretion.

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 fund-raisers.

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

Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.

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Crowd funding activities are governed by Policy and Administrative Guideline 6605.

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

Students may not engage in house-to-house canvassing for any fund-raising activity.

Students who engage in fund raisers 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.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Only in an emergency, will students be called to the office to receive a telephone call or make a 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.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

SECTION II ACADEMICS

FIELD TRIPS

Students learn through a variety of experiences. In some cases, the classroom cannot provide the same quality learning experience as a trip to a particular site or event. All planned trips are considered to be part of the student’s educational program for the day. We expect all students to participate in the activity. Students may be exempted from the activity due to health reasons. Other factors such as behavior, as identified by parents or teachers, can exclude a student’s participation in a trip.

If parents are asked to assist as chaperones for the trip, we request that other arrangements be made for siblings. Also, parents are expected to be positive role models for the students and not smoke during the school sponsored activity. Students must have parental consent to attend study trips.

GRADES

Bear Lake School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on

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these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

GRADING PERIODS

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT AND RETENTION

Beginning at fourth grade, promotion, placement, and retention is based on the following criteria:

1. Current level of achievement (evaluation of grades, local test data, state test data)
2. Potential for success at the next level
3. Emotional, physical, and social maturity

TITLE I

Title I is a program. designed to help disadvantaged children meet high academic standards. Targeted assistance programs provide supplementary instruction to children who are failing or most at risk of failing to meet the districts' core academic curriculum standards.

Classroom aides will be available to assist students needing help in the core subjects. Students will be identified by any of the following: teacher recommendation, classroom observation, classroom tests, and standardized tests.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program. in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

STUDENT ASSESSMENT

Students are evaluated on their academic progress daily. Report cards are issued to students and parents every nine weeks. Progress reports are also used by teachers to keep parents updated and informed during the marking period. If parents have questions regarding their child's progress, please feel free to contact the teacher.

Students are evaluated by the state's program and local testing. They will be tested in the areas of math, reading, writing, science and social studies. These tests are used to evaluate student progress and our district's program. Individual student results for these tests are sent to the school and parent reports are sent home

**Bear Lake Elementary
Procedures**

Start of Day Procedures

1. Hang up outdoor clothing
2. Take out of backpack what you need for the day

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3. Hang up backpack
4. Put items at your desk
5. Sit down
6. Do something quietly at your seat (read, draw, color)

Line Procedures

1. Stand up when called
2. Push chair in quietly
3. Walk to line
4. Take next spot in line
5. Hands and feet to yourself
6. Lips together

Hall Procedures

1. Stay in line
2. Walk on the right side of hall
3. Quiet voices (6 inch)
4. Hands and feet to yourself
5. Face forward

Snack Procedures

1. When called quietly get your snack
2. Take snack to seat
3. Sit and eat while you continue to do your work
4. Clean up after you are done (desk and floor area)

Lunch Procedures

1. After getting your lunch find a seat and remain there until you are finished eating
2. Keep your hands to yourself
3. Use a quiet, indoor voice when in the lunchroom
4. Use your best manners
5. Clear your tray/sack leaving your area cleaner than you found it
6. Return to your seat and wait quietly until dismissed

Recess Procedures Going Out

1. Be sitting properly and quietly in seat
2. After you are called, get outdoor clothes
3. Put on clothes
4. Walk out quietly when ready

Recess Procedures Coming In

1. Come in quietly
2. Take off outdoor clothing
3. Hang up clothes
4. Go to desk and sit down quietly
5. Get prepared for next subject

Bathroom Procedures

1. Check to see if anyone is in bathroom
2. If vacant, quietly get up
3. Pick up and push in chair quietly

4. Walk to bathroom using shortest route
5. Return to desk the same way

Dismissal Procedures

1. Be sitting quietly and properly in seat
2. When called put chair up
3. Put on outdoor clothing
4. When called you may leave



**SECTION III
STUDENT ACTIVITIES**

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Bear Lake Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

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

The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include: Science Olympiad, Book Bowl and the After School Program.

AFTER-SCHOOL ACTIVITIES

All activities that are held at the school or information that an organization wants to be sent through the school must be approved by the principal; this provides proper Board procedures to be followed.

ATHLETICS

BEAR LAKE STUDENT/ATHLETES

Bear Lake provides a variety of athletic activities in which students may participate providing they meet all eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Mr. Shrum at 864-3133.

High School sports: 8-person Football, Cheerleading, Cross Country, Volleyball, Basketball, Ice Hockey, Downhill Skiing, Baseball, Softball, Golf, Girl's Soccer, Track & Field; Middle School sports: 8-person Football, Cheerleading, Cross Country, Volleyball, Basketball, and Track & Field;

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

ATHLETIC EVENTS

Students attending athletic contests will not be allowed to leave the building. If they leave, they will not be permitted back into the contest regardless of whether or not they have an athletic pass.

ATHLETIC PHYSICALS

Student athletes must have a current approved physical examination on file in order to be eligible to participate in practices or compete in contests. Athletic physicals must be renewed each school.

RESPONSIBILITIES OF A BEAR LAKE ATHLETE

Being a member of a Bear Lake athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad at Bear Lake School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. Such a tradition is worthy of the best efforts of our athletes, our school and our community. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and earned All-Conference and All-State recognition.

It will not be easy to contribute to such a great athletic tradition. To compete for your school means that you will have to say "no" to many peer activities that are not acceptable for a Bear Lake Student-Athlete. When you wear the colors of your school, you not only understand our traditions, but also are willing to accept the responsibilities that go with them. The contributions you make should be a satisfying accomplishment to you and your family.

Each athlete is expected to:

1. Conduct himself/herself in a manner that will bring a positive reflection upon themselves, their teammates and the Bear Lake schools and community.
2. Uphold the traditions of good sportsmanship and fair play at all times.
3. Refrain from the use of profane or vulgar language and/or gestures, as they are not acceptable.
4. Keep reasonable hours, have a healthy lifestyle and properly take care of their body.
5. Eliminate missing athletic events due to academic violations, the athlete may practice. The student must travel with the team and sit on the bench in street clothes during athletic event. If the team is scheduled to leave prior to the end of the educational day, the student will not travel to the athletic event on the school provided transportation.
6. To be financially responsible for all equipment checked out. He/she will not be permitted to try out for another sport unless all equipment is returned or paid for.
7. Dress and groom in accordance with team policy.
8. Exhibit a very positive school and team attitude.
9. Be on time and in attendance for every class, including college and Tech Prep courses. If a student/athlete is tardy on the day of a contest they may not participate. Any exception to this rule must be approved by the Administration.
10. Complete all sports seasons they begin, dropping out of a sport without a valid reason is always considered a serious matter. If an athlete wants to quit a sport, he/she must notify the coach and return all equipment. If an athlete does quit a sport, he/she will not be permitted to try-out for another sport until the conclusion of the initial sport season.
11. Team rules regarding missing practice, arriving late for practice, not carrying out assignments, etc., may be established and enforced by respective coaches, and must be approved by Administration prior to distribution.
12. Participate in practices for at least one week prior to playing in an athletic contest unless approval from Administration.

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13. Exhibit respectful behaviors to all people, whether in person, in writing, while speaking, and when using any type of media; (i.e., facebook, twitter, audio, visual and/or other types of technology, etc.)
14. Be academically eligible to participate in post-season activities – i.e., state tournament events, celebrations, etc.

WHO IS A BEAR LAKE ATHLETE

Any student, who has participated in any established school sport, will be considered a Bear Lake athlete covered by the rules and regulations stated in the athletic code.

BEAR LAKE ATHLETIC CODE

1. All athletes shall refrain from the following:
 - A. Drinking and/or possession of alcoholic beverages.
 - B. Smoking and/or possession or use of tobacco; including electronic or other types of paraphernalia.
 - C. Illegal and/or illicit use or possession of prescription or over the counter drugs.
 - D. Flagrant misbehavior in school and community.
 - E. Theft, malicious destruction of property, repeated disregard of school rules.
 - F. Disrespect, teasing, bullying, hazing incidents in person or through the use of other means (i.e., technology, written, verbal, groups, etc.)

Violation of the Athletic Code will result in the following:

1. First Offense
 - If the violation occurs **in-season or out-of-season** the athlete will be suspended by the Athletic Director from 25% of scheduled contests. If any part of the suspension is not served during the initial season, the remainder will be carried over to the next sport season the athlete participates. The athlete must complete the season as an active participant for the suspension to be credited and complete.
2. Second Offense
 - In or out-of-season, will result in suspension from athletics for a period of one (1) year/365 days from the date of the second violation.
 - Participation and completion of an approved Student Assistance Program may reduce the effect on the one (1) year suspension, to a 180 day suspension allowing participation in a sport after completion of the Student Assistance Program.
 - The Student Assistance Program must be approved by Administration prior to enrolling. The student, parent/guardian will cover any costs associated with the program. As a last part of any approved program the student will serve twenty (20) hours of community service at one of the following: local hospital, nursing home, or other community service agency; (community service hours at the school are not acceptable).

This program option is available to any Bear Lake Student upon request to the administration, in writing by the student and parent/guardian.

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3. Third Offense
 - Third and subsequent violations will incur a penalty (suspension) of two (2) calendar year/730 days from date of violation.

Athletes suspended for 1st offense must attend and participate in practices with the team and attend all scheduled games and sit with the team, in street clothes.

Suspensions by the Athletic Director take effect immediately. An athlete and parent/guardian, may upon written request to the Athletic Director appeal his/her case to the Athletic Board made up of the Athletic Director, the Varsity Coaches and a student representative from each varsity athletic team. Appeals must be made within five (5) business days following the day of which the athlete, parents/guardian were first informed of the penalty. Appeals must state why the athlete objects to the determination made by the Athletic Director.

If a student, parent/guardian disagrees with the decision of the Athletic Board or feels his/her due process rights have been violated, the Appeals process is as follows:

See page 49, Section H in **Due Process Rights**

IN ALL CASES OF SUSPENSION, PARENTS WILL BE NOTIFIED IN
WRITING WITHIN A REASONABLE TIME FOLLOWING THE PENALTY.

SCHOLASTIC STANDARDS FOR STUDENT/ATHLETES

To be **academically eligible** to participate in athletic events, a student must maintain a 2.0 grade point average and have no failing grades. The grade and eligibility determination will be made weekly.

The minimum a student must achieve is passing 66% of all courses attempted in the previous and current semester to meet the MHSAA standards; our standard is higher for our student athletes.

Sports eligibility begins on Monday of the first day of practice for each sport of that season. All students then must maintain eligibility throughout the entire season. Fall sports are eligible until the first eligibility check on the 2nd Monday after Labor Day the ineligibility begins when the academic standards of passing all classes and maintaining a 2.0 in all classes are not met.

Final weekly eligibility for the spring season will be the last Monday of athletic contests for the school year. Any senior who has successfully graduated will not be declared academically ineligible.

Procedure to regain academic eligibility:

1. The student must wait exactly one full week from the date he/she was declared ineligible before he/she can become eligible again.
2. In the fall, eligibility checks begin the 3rd Monday after Labor Day. Each Monday morning the administration will check current grades and inform all students who do not meet the 2.0 grade point average or who have failing grades of their deficiencies. Students will have until 3:00 p.m. on the next day (Tuesday) to correct any errors or improve deficiencies found in their initial eligibility check, these are the grades that will be used to determine current eligibility. Students who are declared ineligible for the week will remain ineligible from Wednesday through the following Tuesday, when their grades will be checked again.

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3. Any student who is ineligible must continue to practice with the team. During the ineligibility period the player must also travel with the team and sit on the bench in street clothes. If the team is scheduled to leave prior to the end of the educational day, the student will not travel to the event on the school provided transportation.
4. Any student who is academically ineligible for four (4) consecutive weeks or six (6) cumulative weeks may be declared ineligible for the balance of that particular athletic season. They may not participate in any team activities for the remainder of that season, will be removed from the team roster and may not earn any awards.
5. Any student serving an out of school or in-school suspension will automatically be ineligible to participate in or attend any athletic event or practice, during their suspension time.
6. At the conclusion of each quarter/semester, the quarter/semester grades will be used to determine eligibility. Those grades will not allow the student to improve the grade after entered by the teacher – these grades will stand for one week – Wednesday through Tuesday.
7. Grades and classroom progress is available 24/7 to all students and parent/guardian on the school's website, there never is an excuse that a student does not know where they stand in a class.

REQUIREMENTS FOR PARTICIPATION

As an athlete you are not eligible to participate in any sport until the following items have been completed:

1. Enrolled student at Bear Lake School.
2. Parent/Student handbook release form on file.
3. Physical examination completed and card on file in the athletic office.
4. All MHSAA and Bear Lake School eligibility requirements have been satisfied.
5. Concussion information form on file.

STUDENT TRAVEL

All athletes are expected to travel and return from away contests with the team. Any exception to this rule must be for good reason and have the approval of the coach or Athletic Director. Athletes and coaching staff shall be punctual and ready to leave at the scheduled departure time. Student must contact parent/guardian for pick up prior to arrival at school. Coaches should not be expected to wait for parent/guardian to pick up students after events for an extended period of time – 10-15 minutes. If this becomes a constant or reoccurring problem, other arrangements will be made immediately.

STUDENT MANAGERS

The following are guidelines for having student manager's work with our athletic teams.

The Coach:

1. Is not required to have a student manager.
2. May select no more than two (2) managers to work with their team.
3. Must establish a list of duties and expectations of the student managers.

The Student Manager:

1. Must meet the same athletic and academic eligibility requirements as the participants.
2. Must have a physical exam and Parent/Student handbook release form on file.
3. Must be 3rd grade or above to work with elementary teams; 5th grade or above to work with junior high teams; 7th grade or above to work with high school teams.
4. May practice with the team with coach's approval, provided it doesn't interfere with team member's participation.
5. Must have all required forms on file.

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION
SUMMARY OF ELIGIBILITY
FOR 6th – 12th GRADE STUDENTS**

INTRODUCTION:

Bear Lake Schools have voluntarily joined the Michigan High School Athletic Association and in doing so have agreed to follow the rules and regulations set forth by our elected representatives. These rules and regulations are developed to establish eligibility requirements by setting minimum standards and maximum limitations for all participants within our interscholastic athletic programs, and they work together to define and preserve the fundamental nature of the interscholastic athletic program.

These are the basic concepts of the eligibility rules governing Michigan interscholastic athletics – more information may be obtained from the Athletic Director. All rules unless stated otherwise pertain to the Senior High and Middle School student athletes.

Middle School Students: 6th grader be under thirteen (13) years of age, unless thirteen (13th) birthday occurs on or after September 1st of a current school year, in which case student is eligible for balance of that school year in all sports.

7th grader must be under fourteen (14) years of age, unless fourteen (14th) birthday occurs on or after September 1st of a current school year, in which case student is eligible for balance of that school year in all sports.

8th grader must be under fifteen (15) years of age, unless fifteenth (15th) birthday occurs on or after September 1st of a current school year, in which case student is eligible for balance of that school year in all sports. Any middle school student who is too old to participate on middle school teams will be eligible and encouraged to participate on the high school team so that they may participate for their four (4) years in high school.

Enrollment:

Must be enrolled in and attending Bear Lake schools by the fall Count Day after Labor Day for the 1st semester and the winter Count Day in February for the 2nd semester.

Age:

Be under nineteen (19) years of age unless nineteenth (19th) birthday occurs on or after September 1st of a current school year, in which case student is eligible for balance of that school year in all sports.

Physical Examinations:

Have passed a physical examination, the record must be on file in the school office. Examinations are good for the following year if administered after April 15th of the current year.

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Seasons of Competition:

Shall not compete in more than four (4) first and four (4) second semesters, while in high school.

Semesters of Enrollment:

Not have been enrolled for more than four (4) first and four (4) second semesters in grades nine to twelve (9 – 12). Seventh and eighth (7 and 8) semesters must be consecutive.

Undergraduate Standing:

Not be a high school graduate.

Previous Semester Record:

Have earned credit in 66% of full credit load potential for a full time student for work taken during the previous semester of enrollment.

Middle School students: must have earned credit in at least 50% of the total periods of work taken during the previous semester of enrollment.

Current Semester Record:

Must be passing at least 66% of full credit load potential of a full time student when checked.

Middle School students – must be passing at least 50% of the total periods of work when checked.

Transfers:

Students moving between schools are not eligible. See the Athletic Director for approved exceptions.

Awards:

Must not accept any award or merchandise exceeding \$40.00 in value for athletic performance. Athletes accepting memberships, privileges, services, negotiable certificates of money are in violation when participating in MHSAA tournament sports

Amateur Practices:

School sports are limited to amateurs, cannot receive gifts of material or money or other valuable consideration because of athletic performance or potential. This applies to MHSAA tournament sports only.

Limited Team Membership:

Students cannot participate in any outside athletic competition during the same season in which they are representing the school on a school team.

WEATHER POLICIES

Severe Weather (Watches/Warnings)

Watches

If there is a watch for the area, it is the coach's responsibility to use care and common sense to maintain a safe and sound environment for all athletes. Be watchful of the incoming weather as it clears or gets worse.

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Warnings

The coach will move all athletes to a safe and secure area until all can be dismissed safely to parents or guardians.

LIGHTNING & THUNDER are treated as dangerous and deadly – all must take cover in a sturdy area – and there will be a 30-minute suspension of all activity, for each bolt of lightning or clap of thunder.

Tornado Watch

All practice sessions will be canceled and the athletes should be sent home. All games or contests not in progress will be postponed.

All games in progress will be suspended at the time of the official notification of the watch. Postponed contests will normally be rescheduled. (If unofficial word is received about the possibility of a watch existing, the coach, or designee should immediately call the Manistee County Sheriff's Department for confirmation.)

In the case of away contests, the event will be suspended and teams shall start the trip back to Bear Lake. This policy will also be in effect for multi-team contests.

Tornado Warning

All team members will be directed to a safe location under the supervision of the coach in charge. Any visiting team members and coaches will be expected to take cover at the site of the host school until an "all clear" is issued.

The safest places in our school are: locker rooms and lower level interior hallways. AVOID the gym or classrooms and hallways with glass.

If you are in an open area with no time to seek shelter, lay flat in the nearest depression.

HAVE A PLAN -- DON'T TAKE CHANCES -- USE COMMON SENSE!

When School is Closed Due to Weather Conditions:

Coaches will be contacted to proceed or cancel a scheduled practice or participate in scheduled event when school is closed or students are sent home due to inclement weather conditions. Junior High/Middle School and Elementary practices and games are automatically cancelled. There will be times, however, when it will be possible to have some school activities even though school has been closed. With this thought in mind, all coaches will:

- A. Discuss inclement weather possibilities with team members at the start of the season and review information during the season.
- B. Have a plan for communication with team members via a fan-out system (Published phone numbers, text messages, Alert Now system.)
- C. Any cancellations will be communicated to the community via the Alert Now system and local media outlets by administration and social media.

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- D. Always try to give information regarding team activities to the high school secretary -- the kids and parents will often call for this information.
- E. Attendance at practice or games during questionable weather conditions will always be considered optional and without disciplinary consequence.

Injuries & Illness Policies –

Injury Procedures:

The health and well-being of our student athletes is primary to our coaches and the only way they can provide your student athlete with the best care is when they are aware of an injury. It is necessary for the student athlete to inform the coach when an injury occurs – no matter the severity. Bear Lake School has a secondary insurance policy on the student athlete and in order for it to be in place the coach must be notified of any incident, so the proper paperwork may be completed in a timely manner.

Any time a student athlete visits a physician’s office they must turn in a release slip from that office with permission to return to participation. Without this permission the student athlete will not be allowed to participate, at practice or in contests.

Concussions / Traumatic Brain Injury

A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion will not return to play on the day of the injury, will not return until a health care professional say they are cleared to return to play and have completed the appropriate form with approval and release.

Our student athletes will be held to the MHSAA and MCHD protocols for concussions and / or concussion like symptoms. Any student who exhibits or complains of a concussion and / or concussive like symptoms will be immediately removed from the activity and will not be allowed to participate again on that day. Concussions are a serious matter and we will treat it as serious. Return to play will only take place when the treating MD, DO, PA, or NP clears the student athlete to return to play with the appropriate paperwork and filed with the school administration.

Each student must complete the Concussion Awareness Educational Material Acknowledgement form. This form will be completed once a year and kept with the Athletic Physical form.

Heat and Humidity

Coaches always have the athlete’s health and well being in the front of their minds as they are preparing for the season, each practice and event. Each sport season has regular weather issues associated with them. As a way to fore warn and more importantly forearm our student athletes we will be more diligent about the Heat Index and it’s affects on our student athletes.

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We will follow these guidelines:

1. **When the Heat Index is below 95 degrees:**
 - a. Athletes will have access and will be encouraged to take in as much as they want.
 - b. Have water breaks every 30 minutes for 10 minutes in duration.
 - c. Watch/monitor athletes carefully for necessary action.

2. **When the Heat Index is 95 degrees to 99 degrees:**
 - a. Athletes will have access and will be encouraged to take in as much as they want.
 - b. Have water breaks every 30 minutes for 10 minutes in duration.
 - c. Watch/monitor athletes carefully for necessary action.
 - d. Sports with additional equipment – will remove equipment; ie., helmets, catchers gear.
 - e. Reduce time of outside activity. Move practice to another part of the day.

3. **When the Heat Index is 99 degrees to 104 degrees:**
 - a. Athletes will have access and will be encouraged to take in as much as they want.
 - b. Mandatory water breaks every 30 minutes for 10 minutes in duration.
 - c. Watch/monitor athletes carefully for necessary action.
 - d. Alter uniform by removing items if possible.
 - e. Allow for changes to dry t-shirts and shorts.
 - f. Reduce time of outside activity as well as indoor activity unless air conditioning is available.
 - g. Moving practice to a later part of the day.
 - h. Sports with additional equipment – will be removed equipment; ie., helmets, catchers gear. If needed for safety, activity suspended.

4. **When the Heat Index is above 104 degrees:**
 - a. All outside activity is suspended and stop all indoor activity unless air conditioning is available.

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Educational Material for Parents and Students (Content meets MDCH Requirements)

Sources: Michigan department of Community Health, CDC and the National Operating Committee on standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration
Not "Feeling Right"			
Pressure in the Head	Double Vision	Sluggishness	Memory Problems
Irritable			Feeling
Nausea/Vomiting	Blurred Vision	Haziness	Confusion

WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- | | | |
|---|--|---|
| <input type="checkbox"/> Appears dazed or stunned | <input type="checkbox"/> Can't recall events prior to or after a hit or fall | <input type="checkbox"/> Answers questions slowly |
| <input type="checkbox"/> Is confused about assignments position | <input type="checkbox"/> Is unsure of game, score, or opponent | <input type="checkbox"/> Loses consciousness (even briefly) |
| <input type="checkbox"/> Forgets an instruction | | <input type="checkbox"/> Shows mood, behavior, or personality changes |
| <input type="checkbox"/> Moves clumsily | | |

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- | | | |
|--|---|--|
| <input type="checkbox"/> One pupil larger than the other | <input type="checkbox"/> Repeated vomiting or nausea | <input type="checkbox"/> Becomes increasingly confused or restless |
| <input type="checkbox"/> Is drowsy or cannot be awakened | <input type="checkbox"/> Slurred speech | <input type="checkbox"/> Has unusual behavior |
| <input type="checkbox"/> A headache that gets worse | <input type="checkbox"/> Convulsions or seizures | <input type="checkbox"/> Loses consciousness (even a brief loss of consciousness should be taken seriously.) |
| <input type="checkbox"/> Weakness, numbness, or decreased coordination | <input type="checkbox"/> Cannot recognize people/places | |

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HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussions affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussions.

Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems
- Double vision
- Blurry vision
- Sensitivity to light
- Sensitivity to noise
- Sluggishness
- Haziness
- Fogginess
- Grogginess
- Poor concentration
- Memory problems
- Confusion
- "Feeling down"
- Not "feeling right"
- Feeling irritable
- Slow reaction time
- Sleep problems
- Appears dazed and stunned
- Disoriented or confused
- Forgets an instruction

UNDERSTANDING Information for parents and students (Content meets MDCH requirements)

CONCUSSION

What is a concussion?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. It can also be caused by the shaking or spinning of the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away.

If you suspect a concussion

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports.
- 2. KEEP YOUR STUDENT OUT OF PLAY**

Concussions take time to heal. Don't let the student return to play the day of the injury and until a health care professional says it's OK. Students who return to play too soon while the brain is still healing-risk a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime.

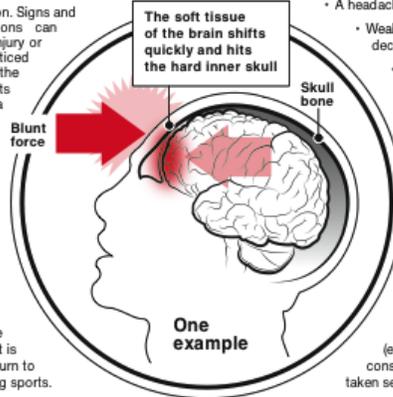
3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION

Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Concussion danger signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)



How to respond to a report of a concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion.

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

Sources: Michigan Department of Community Health and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

!!! WHEN IN DOUBT...SIT OUT !!!

SECTION IV STUDENT CONDUCT

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

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

Excusable, Approved Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

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A. Personal Illness

Doctor's written excuse related to the illness or affliction.

B. Illness in the Family

C. Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death of a Relative

E. Observance of Religious Holidays

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

F. Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. The student shall have a statement to that effect from his/her parents.
2. The student shall report back to school immediately after his/her appointment if school is still in session.
3. When leaving for a professional appointment, please sign out when you leave and sign in when you return, in the front office. This policy is established for the safety of our students.

Absences that do not accumulate against this guideline include field trips, college visits, and school related or sponsored activities.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than noon on the day of absence or by the following day. They are to call the school secretary at 864-3133 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than six days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

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Excusable, Non-Approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the schoolwork that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

No credit shall be given for any schoolwork not completed as a result of truancy.

All unexcused absences will be disciplined as indicated in the Student Discipline Policy.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After six (6) days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

- A. loss of participation in school activities and events;
- B. a hearing before a judge in a court of law;
- C. a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

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 necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who have an excused absence from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact his/her teachers as soon as possible to obtain assignments.

Notification of Absence

All students arriving after the start of school are required to officially "sign in" at the front office. If a student has to leave school prior to the normal dismissal time, the student must have parental permission in the form of a note. Alternately, a phone call, made from the front office, will also allow a student to leave provided that a staff member speaks to the student's parent or guardian. The student must officially "sign out" at the front office before leaving the school.

All students, including 18 year olds, must sign out when leaving the school. All students must get permission of the Principal before leaving the building. If a student is not leaving with their parents, the parents will still be notified if the student leaves the building.

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If a student is going to be absent, the parents must contact the school 864-3133 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance.

Letters will be sent out to students and parents based on the following criteria:

- four (4) absences in any class period per marking period
- six (6) absences in any class period per marking period

It is felt that attendance for a minimum of 39 of 45 marking period days will normally allow students sufficient exposure to receive credit in a class if all other classroom objectives have been satisfactorily met. If not, a student will receive a "no" meaning no grade, no credit for semester, and will be allowed to retake the class. The only exception to this would be if the parents meet with the Principal and can justify the absences and the teacher confirms that the work has been made up to the satisfaction of the teacher. The student will be required to make up time beyond 6 absences. For each day they miss beyond the 6 absences, they must make up six hours.

If a student is under sixteen (16) years of age and has continued poor attendance patterns, as outlined under these rules, the student and his/her family will be referred to a school liaison officer, the MISD, and to Probate Court for appropriate action.

A student who accrues ten (10) or more consecutive unexcused absences during a semester will be dropped from the Bear Lake School district enrollment. If the student is under sixteen, the student and his/her family will be referred to a school liaison officer, the MISD, and the Probate Court for appropriate action. Should this student re-enroll, they will carry with them any prior absences acquired during that semester.

If the absence is unexcused or unauthorized by the Principal, a student will not be given the opportunity to make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will also follow.

Students who are absent from school or suspended shall be given the opportunity to make up work that has been missed. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Student should contact his/her teachers within two days to obtain assignments. Failure to contact the teacher will result in no credit.

Make-up work due to excused absence must be completed within two (2) days after returning to school.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a standardized test, the student should consult with the principal to arrange for taking the test.

The administration reserved the right to use its discretion as needed in all situations regarding attendance.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

NOTES FROM PARENTS

All notes to school personnel should be dated and signed by the adult writing the note. Please write a note whenever possible, as it helps cut down on phone calls that disrupt the office and the student's class.

PARENTS MUST SEND NOTES TO SCHOOL FOR ANY OF THE FOLLOWING REASONS:

- A. In case of absence from school, when the child returns to school, unless a phone call has been made to the office on the day of the absence.
- B. In response to notices of school progress.
- C. For a student to be dismissed early from school.
- D. For a student to go home with another student.
- E. For a student to ride a bus other than his/her own.

CODE of CONDUCT

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

- A. Students are expected to treat others with respect and kindness and be cooperative;
- B. Recess rules:
 - 1. Tennis courts are off-limits;
 - 2. Students are to stay on the playground at all times during recesses;
 - 3. Students are not allowed to retaliate against (get even with) another student for any reason;
 - 4. "King of the Hill" or similar games in any form are not allowed;
 - 5. Contact games such as tackle football are not allowed;
 - 6. Throwing snowballs, sand, acorns, wood chips, stones, sticks, etc. is not allowed;
 - 7. No play fighting;
 - 8. Students are expected to follow all directions given by the person on duty;
 - 9. Students are to use playground equipment for its designed purpose;
 - 10. No food or candy is allowed on the playground. No food or candy is to be eaten on the playground or in the halls;
 - 11. Students should not roll on wet ground;
 - 12. Children should not destroy what others have built or are doing (i.e. snowmen, running through others games, etc.);
 - 13. All accidents and injuries shall be reported to the person on duty **immediately**;

14. Any unsafe equipment or conditions shall immediately be brought to the attention of the person in charge of the playground.
- C. Students shall keep hands, feet, and objects to themselves;
- D. **The purpose of recess is to provide a period of exercise for students; therefore students will be expected to go outside. All students must come to school dressed properly for the weather. In fall and winter children are expected to wear hats, mittens or gloves, boots, and a warm coat. Snow pants are strongly recommended for winter;**
- E. If students are well enough to come to school, they must plan to go outside. If a student is staying inside due to health reasons, s/he must have a note from his/her parent. If the student is to stay in for more than three (3) days, a doctor's note must be sent to school;
- F. In the event a student must remain inside during recesses, s/he will be asked to work quietly in a designated area;
- G. Students may not use the school telephone without written permission from the teacher. All social engagements must be made prior to the school day;
- H. Students are discouraged from bringing toys to school. Electronic games, ipods, ipads, mp3 players, hand held game devices, radios, "jam.-boxes" and headsets, roller and in-line skates and skateboards are not allowed. All articles that are hazardous to the safety of others or interfere in any way with school procedures are prohibited. Knives and guns of any kind (play, squirt, etc.) are specifically prohibited;
- I. Students shall remain on school premises at all times unless arrangements are made through the office.
- J. **All rules in this handbook apply to all school functions.**

DISCIPLINE POLICY

Philosophy of Discipline

Bear Lake School believes that every student should have an equal opportunity to gain an education, which is beneficial to the student and society, and that an atmosphere conducive to instruction must exist if learning is to occur. The parent-teacher team must work cooperatively and use all possible means to direct students toward acquiring behavior and attitudes compatible with community norms. It is important that the child is taught such behavior at home. The school must have the cooperation of the parents and students if an atmosphere is to be created within the school setting, which permits education to take place. Therefore, guidelines and rules have been established which are fair and reasonable. Those who violate the rules and guidelines, thus compromising the educational atmosphere, must be disciplined and even separated from members, if need be, to preserve the very basic purpose of attending school – EDUCATION.

When a student has involved himself/herself in such misbehavior and has not responded to basic methods of school discipline, s/he will be returned to the parent or guardian who has the primary responsibility for his/her behavior. The primary reason here is to develop a working relationship between the parent and the student, since the parent, after being made fully aware of the situation, will exercise his/her parental responsibility before re-admission.

Students are expected to be in the classroom prepared to learn. Students who disrupt classroom routine or who distract teachers and students may be removed from the classroom. Because of the nature of certain classrooms, teachers may establish specific regulations to apply to individual situations.

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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.

The Bear Lake Board of Education of the Bear Lake School District does not discriminate on the basis of sex in its education programs or activities, and is required by title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. (see Policy 2266)

Discipline

It is important to remember that the school's rules apply going to and from school, at school. On school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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;
- lunchtime detention
- in-school restriction

Student-Teacher Relationship

Students may, on occasion, disagree with a teacher. Many times, these types of issues are easily cleared up when the teacher and student are provided with an opportunity to share their thoughts with one another in a private setting. These issues, misunderstandings, or disagreements should not be resolved in front of, or during a class. Students wishing to address these types of issues should follow the steps as they are outlined below.

- 1st Step: The student should schedule a meeting with the teacher to resolve the problem or differences. Both parties should mutually agree upon the date and time for the meeting. The meeting could occur before school, during seminar, lunch, the teacher's planning period, or after school.

- 2nd Step: In the event that the student and teacher are unable to resolve their differences, a meeting should be scheduled with the student's parents and the teacher. Both parties should mutually agree upon the date and time for the meeting.

- 3rd Step: In the event that the parent and teacher are unable to resolve their

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differences, a meeting should be scheduled with the high school principal, student, parent, and teacher all present. All parties should mutually agree upon the date and time for the meeting.

- 4th Step: In the event that the principal is unable to resolve the differences, the parent may schedule a meeting with the Superintendent of School. All parties should mutually agree upon the date and time for the meeting. The Superintendent shall determine who should be present during this meeting.

Day of Missed Recess Policy

Bear Lake School operates a missed recess policy whereby students who have violated acceptable procedure and behavior norms will be able to redeem themselves via “the make-up of time.”

The purpose of this system is to permit students the opportunity to spend time in a controlled student situation. It is very important that the school and parents work together to help the students learn the proper behavior and that students have certain consequences for inappropriate behavior.

Teachers or administrators can issue days of missed recess, and the student must serve when assigned. If the student cannot stay the day assigned, arrangements must be made with Principal for an alternate day. In case of mitigating circumstances, the decision of the Principal will be final.

Guidelines

1. All days of missed recess will result in a full day of missing recess and lunch hour play time.
2. Students will report for day of missed recess to the Elementary Secretary.
3. Days of missed recess will not be allowed to accumulate.
4. Arriving late will result in an additional day of missed recess.
5. Students who need to re-schedule an assigned day of missed recess due to a mitigating circumstance must meet with the Principal for permission prior to the scheduled day of missed recess.
6. Students are encouraged to bring study materials with them to work on during day of missed recess.
7. Students are to sit at separate tables. The supervisor must authorize exceptions.
8. Absolutely no talking is to take place during the day of missed recess period, nor will students be allowed to place their heads down or sleep.
9. Students who communicate in any way, pass materials of any kind, do not appear to keep busy, eat candy or food of any kind, or put their heads down will be warned. A second violation of this kind during the day of missed recess period will result in dismissal from the day of missed recess period with no credit given for time spent. The student will

repeat the day of missed recess period the following day. Students who are caught sleeping will be dismissed without warning.

10. Failure to serve day of missed recess will result in one (1) day of In-School Suspension (ISS).

Formal Discipline

Suspension and Expulsion Rules

School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or for engaging in persistent disobedience. Suspensions for longer than ten (10) student attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension for longer than ten (10) school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirements of the law.

A. Suspension for Ten (10) or Less School Days

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience, which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges, either verbally or in writing, by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any suspension. If the student denies the allegations, the school administrator shall explain to the student the evidence against him/her and allow the student an opportunity to present his/her explanation of the incident. If under the circumstances immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten (10) days.

B. Expulsion and Suspension for More Than Ten (10) School Days

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the Superintendent for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

C. In-School Suspension

In-School Suspension is the separation of a student from the general school population.

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1. Full credit may be earned in classes missed.
2. Schoolwork must be completed in ISS and given to the ISS supervisor for return to the individual teachers.
3. If a student is removed from ISS or commits other behavioral violations as outlined in the student handbook, the student will receive no credit for his/her work, and all subsequent days and suspensions may become Out-of-School Suspension days with no credit for any work.
4. Students serving ISS cannot participate in any school, or extra curricular activities on the day suspension is served.

D. In-School Suspension Guidelines

While assigned to the ISS program, the following rules apply:

1. Students not reporting by 7:55 are considered tardy and may be issued Out-of-School Suspension.
2. Report directly to the Principal's Office upon arriving to school.
3. Students are not to sleep or lay their head down at any time.
4. Student work areas will be assigned by the supervisor. Students are responsible for any and all vandalism in their work areas. Work areas will be inspected before and after each day.
5. Students are responsible for having their books, pencils, pens, paper and other learning materials for productive student. Credit will not be given for the days the student does not have them.
6. There will be no eating except at lunchtime.
7. Students will sit in their assigned area with both feet forward on the floor with heads facing their respective work areas.
8. Exam's and quizzes will be taken in the In-School Suspension room or, if the teacher desires, at school on the student's first day back from suspension.
9. An unexcused absence will result in additional disciplinary action and forfeiture of makeup work privileges.
10. Students not cooperative in ISS or failing to abide by these rules and regulations will receive additional disciplinary action.
11. Students must keep themselves busy at all times.
12. Students are expected to complete all work assigned to them each day.

E. Out-of-School Suspension

Out-of-school Suspension is the separation of a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with the Principal.

1. Work may not be made up for credit; however, it may be turned in for evaluation of student understanding. The work must be submitted the day of return.
2. Absences due to Out-of-School Suspension **WILL** count in the attendance policy.
3. Students who receive more than three (3) days of OSS on one discipline referral may make up work for credit for any OSS day beyond the third OSS day.

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4. Students serving OSS cannot participate in any school, or extra curricular activities on the day suspension is served.

F. Extended Suspension

Extended suspension is the separation of a student from school for a period of more than ten (10) days. The administration shall recommend cases for extended suspension to the Superintendent of Bear Lake School.

G. Expulsion

Expulsion is permanent separation of a student from school. The administration shall recommend cases for expulsion to the Board of Education for action. Any student who accumulates a combined total of twenty (20) or more days of (In- or Out-of-School) suspensions during a school year as a result of disrupting the educational atmosphere will have his/her name recommended to the Board of Education of Bear Lake School for the purpose of expulsion. The authority to expel rests solely with the Board of Education.

H. Due Process Rights

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonable possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision.

B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

Suspensions of one (1) school day or less will not be subject to appeal. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the Principal within two (2) school days of

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the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
2. Upon review, the Principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent if, in the Principal's opinion, this is appropriate.
3. The Principal will reach the decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
4. The decision of the Principal may be appealed in writing to the Superintendent within two (2) school days of the parent's receipt of the decision. The Superintendent will reach a decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
5. The Superintendent's decision shall be considered final. The parent may appeal to the board only in cases of alleged violation of due process (policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board president within two (2) school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten (10) school days of receipt of the written request.

I. Discipline of students with disabilities

Students with disabilities will be 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.

Behavioral Violations

It is not possible, nor is it intended, to identify all infractions that may occur. The following is a list of certain violations and disciplinary results. The Principal has the authority in his/her discretion to identify other acts which constitute infractions under this policy and to establish appropriate discipline.

1. Academic Cheating/Plagiarism

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to an instructor.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another

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person or agency engaged in selling term papers or other academic materials. Copying or cut and paste from the Internet or other computer sources without proper documentation shall also be considered plagiarism.

The acts of cheating, plagiarism, or forgery in connection with academic endeavor or school processes or procedures are detrimental to the educative process and one's character. Whenever a student is guilty of this misconduct, the following discipline will take place. Individual teachers may also apply their own penalties for cheating/plagiarism.

1st Occurrence: Collection of works/no credit for the work/parent notification/ three (3) days missed recess.

2nd Occurrence: Collection of work/no credit for work/parent notification/ one (1) day suspension.

3rd Occurrence: Collection of work/no credit for the work/parent notification/ three (3) day's suspension.

2. Aiding or Abetting Violation Rules

If a student assist another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion as same offense. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

3. Alcohol, Tobacco, and Other Substances

The manufacture, distribution or intent to distribute, sale, possession, use, or being under the influence of the following substances is prohibited:

- A. Alcohol or any alcoholic beverage;
- B. Tobacco or tobacco products in any form;
- C. Illicit drugs;
- D. Any abusable glue, aerosol, or other chemical substance, including, but not limited to, lighter fluid and other fluids for inhalation;
- E. In accordance with school policy #5330, all medication, prescription or non-prescription, must be administered in the school office by an adult and all medications must be stored in the office;
- F. Steroids, human growth hormones, or other performance-enhancing drugs;
- G. Substances purported to be illegal, abusive, or performance-enhancing, i.e., "look-alike" drugs;
- H. Drug paraphernalia.

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It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy.

Definitions

Manufacture – Altering or combining existing substances to create a new substance that causes physical or emotional charge.

Use and/or under the influence – Any physical condition that indicates a controlled substance has been consumed.

Possession – Physical possession of (including a student’s hall or gym locker or vehicle, or backpack, purse, jacket, etc.) or admittance of physical possession.

Sale, distribution, or intent to distribute – Any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school-related or school-sponsored function to any person at any time.

Alcohol/Illicit 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.

Possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or induces abnormal behavior while on school property or at a school-sponsored, school-related activities is strictly prohibited.

Use an/or under the influence (any physical condition that indicates a controlled substance has been consumed):

1st Occurrence: Ten (10) day suspension and a police referral OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. A Parent meeting is required before student returns to school.

2nd Occurrence: Recommendation for expulsion to the Board of Education.

Possession (physical possession of-including student’s hall or gym locker or vehicle or backpack, purse, jacket, etc.) or admittance of physical possession.

1st Occurrence: Ten (10) day suspension and a police referral OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. A parent meeting is required before student returns to school.

2nd Occurrence: Recommendation for expulsion to the Board of Education.

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Sale, distribution, or intent to distribute (any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school-related or school-sponsored function to any person at any time):

All Occurrences: Out-of-School Suspension with recommendation for expulsion to the Board of Education.

Tobacco

State law prohibits a minor (under 18) from unlawfully purchasing, possessing, or using tobacco products. As a result of the above, minors are subject to criminal penalties. A person who violates the above is guilty of a misdemeanor. All tobacco violations will result in appropriate law enforcement agency notification for court disposition.

In addition, the following school policy will also be enforced:

No student, regardless of age, shall possess tobacco (examples include, but are not limited to, cigarettes, cigars, snuff, and chewing tobacco) nor smoke, furnish, or use tobacco products on school property, during school, or at school-related activities. Tobacco products found in lockers, backpacks, purses, jackets, etc. are considered to be in a student's possession.

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco **or electronic cigarettes or similar devices** during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. "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. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

1st Occurrence: Three (3) days suspension/parent notification/police notification.

2nd Occurrence: Five (5) days suspension/parent notification/police notification.

3rd Occurrence: Ten (10) days suspension/parent notification/police notification.

4th Occurrence: Out-of-School Suspension/parent notification/recommendation for expulsion to the Board of Education.

4. Bomb Threats/False Fire Alarms

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.

All Occurrences: Recommendation for expulsion/notification of legal authorities.

5. Closed Campus Policy Violation

Under closed campus policy, students are to remain on campus for the entire school day unless leaving for reasons of illness, appointments, etc. Students are to immediately enter the building upon arrival; upon dismissal, students are to leave the building unless they have proper authorization to stay. All students must check out in the Principal's office for early dismissals. Students who are referred for violation of this procedure will be subject to the following disciplinary action:

1st Occurrence: Five (5) days of missed recess.

2nd Occurrence: One (1) day suspension/parent notification

3rd Occurrence: Three (3) days suspension/parent notification.

4th Occurrence: Five (5) days suspension/parent notification.

6. Computer/Internet Policies and Procedures

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 condition under which the student may participate. Failure to abide by all of their 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 in the fall Welcome Back packets.

Students must complete a mandatory training session/program. regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

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

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

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.

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- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person’s account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or “locking” their computers when leaving them unattended.
- C. Students may not intentionally see information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the Internet to engage in “hacking” or other unlawful activities.
 - 1. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
 - 2. Use of the Network to engage in cyberbullying is prohibited. “Cyberbullying” is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.” [Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

 - a. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
 - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - d. posting misleading or fake photographs of students on websites.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:

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1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet.
 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 5. Check e-mail frequently and delete e-mail promptly from the personal mail directory to avoid excessive use of the electronic mail disk space.
 6. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

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- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the files with a virus-detection program. before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program. that infects the Network with a virus and causes damage; the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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

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

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, on-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics,

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audio, video, and tech.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- R. Consequences for misuse of the Internet (i.e. on sites not deemed appropriate, Cyber crimes, etc):

All Occurrence: A student who misuses technology shall be disciplined in accordance with the Student Discipline Code and may lose privilege of use of technology/internet.

7. Disrespect

Speaking to any adult member of the school community in a discourteous, insulting, or profane manner will not be tolerated.

1st Occurrence: Three (3) days suspension/parent notification.

2nd Occurrence: Five (5) days suspension/parent notification.

3rd Occurrence: Ten (10) days suspension/parent notification.

8. Disruptive/Disorderly Behavior

A willful act or behavior that jeopardizes or destroys the educational atmosphere will be considered disruptive classroom behavior.

1st Occurrence: Two (2) days missed recess

2nd Occurrence: Three (3) days missed recess

3rd Occurrence: Five (5) days missed recess

4th Occurrence: One (1) day suspension/parent notification

5th Occurrence: Three (3) days suspension/parent notification

6th Occurrence: Five (5) days suspension/parent notification

7th Occurrence: Ten (10) days suspension/parent notification

8th Occurrence: Recommend for expulsion

9. Dress and Grooming

The intent of Bear Lake School in enacting a dress code is to promote a good academic environment, maintain discipline, and prevent disruption of the educational process. While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. While Bear Lake School recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, or unsafe is prohibited. The administration will make the final determination regarding dress and grooming.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug related, gang related or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- A. If, at any time, a student's attire or cosmetics are a distraction to themselves, others, or interferes with normal classroom procedure and learning, the student may be removed from the educational setting and parents will be notified.
- B. Students may not wear "muscle" or t-shirts with the waist cut off, or shirts with the arms or parts of the body cut off (all shirts must be able to be tucked into or go over the pants or skirt.)
- C. Halter tops, see-through blouses, mesh shirts, spaghetti straps, etc. are not acceptable forms of dress. Shirts should not expose the body torso.
- D. Mini-skirts, short shorts, shorts with tears or rips are not appropriate. A student should be able to stand straight with their arms out their sides and fingertips touching the bottom of their shorts or skirt.
- E. Garments with holes in inappropriate areas. (In the event a student accidentally tears clothing on the way to or while at school, s/he will be allowed to complete that day without disciplinary consequences.)
- F. Clothing, patches, or buttons displaying profane, vulgar, or obscene, or offensive suggestions are prohibited. Profane, provocative, vulgar, or obscene suggestions include, but are not limited to, descriptions or representatives of sexual acts, excretory functions, or nudity; and swear

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words, expletives, or offensive language or symbols. Extreme violations will fall under violation #16 – indecency/obscenity.

- G. A student’s hair or wearing apparel which substantially interfered with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted. Hair or wearing apparel which constitutes a threat to health or safety is prohibited.
- H. **Hats, jackets, and backpacks shall be stored in a student’s locker immediately upon arrival at school.** They are not to be worn again until the student is preparing to go outside for recess or after the school day is over. (Exceptions will be made for verified religious or health reasons.) Blankets and pillows are to be stored in lockers during the school day.
- I. Bandannas and other inappropriate head apparel may not be worn at school.
- J. It is the policy and obligation of the School Board to encourage a drug-free environment in the school setting, to reduce the pressures to use drugs, and to promote respect for rules and laws prohibited drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore, T-shirts and other garments, buttons, and patches which advocate the use of alcohol, tobacco, or illegal drugs are prohibited.
- K. Bear Lake School prohibits the display of gang emblems or symbols on school grounds. This includes clothing, jewelry, and any other personal items linked to gangs or gang-related activity.
- L. For safety and health reasons, students are required to wear shoes or soled footwear.

If a student violates the dress code, the student will be given an opportunity to correct the attire or style of hair, which violates the dress code. In addition, school personnel will arrange to meet with the student and his/her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

1st Occurrence: Warning/student must come into compliance with the policy.

2nd Occurrence: One (1) day of missed recess/parent notification/student must come into compliance with the policy.

3rd Occurrence: Three (3) days of missed recess/parent notification/student must come into compliance with the policy.

4th Occurrence: Three (3) days suspensions/parent notification/student must come into compliance with the policy.

10. End of the Year Pranks

If a student is found to be involved in an “end of the year” prank as determined by the administration, the students will be subject to the following disciplinary action:

All Occurrences: Three (3) to Ten (10) day suspension/possible expulsion/possible non participation in graduation ceremonies/restitution.

11 Extortion/Blackmail/Coercion

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.

Obtaining money, property, or service by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force is prohibited.

1st Occurrence: Five (5) days suspension/parent notification.

2nd Occurrence: Ten (10) days suspension/parent notification.

3rd Occurrence: Recommendation for expulsion.

12. Fighting

The intentional/deliberate act of pushing, shoving, hitting, biting, or striking another student on school property, or while going to or from school, including any activity under school sponsorship, will not be tolerated. This standard will be applied to participants regardless of who started the fight.

1st Occurrence: Kindergarten and First Grade: May be sent home the day of the fight/two (2) days of missed recess.

1st Occurrence: All other grades: May be sent home the day of the fight/one (1) day of suspension.

2nd Occurrence: May be sent home the day of the fight/three (3) additional days suspension/parent conference.

3rd Occurrence: May be sent home the day of the fight/five (5) days suspension/parent conference.

4th Occurrence: May be sent home the day of fight/ten (10) days suspension/parent notification.

5th Occurrence: Recommendation for expulsion to the Board of Education/parent notification.

13. Fireworks (Explosives)

Explosives, fireworks, and chemical-reaction objects such as smoke bomb, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.

1st Occurrence: Five (5) days suspension/parent notification.

2nd Occurrence: Then (10) days suspension/parent notification.

3rd Occurrence: Recommendation for expulsion.

14. Forgery/False Representation

The act of fraudulently using, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data such as excuses, days of missed recess, and/or teacher's forms which request parent signature shall constitute forgery or false representation.

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.

1st Occurrence: Three (3) days suspension/parent notification.

2nd Occurrence: Five (5) days suspension/parent notification.

3rd Occurrence: Ten (10) days suspension/parent notification.

15. 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.

1st Occurrence: One (1) day suspension/parent notification.

2nd Occurrence: Five (5) day suspension/parent notification.

3rd Occurrence: Ten (10) day suspension/parent notification.

4th Occurrence: Expulsion

16. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conducted 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.

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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 hand held 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 may report it directly to the Superintendent at Bear Lake Schools at 231-864-3133. Complaints will be investigated in accordance with AG 5517.

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.

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 employee, 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 indicted 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 unwelcomed 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 excluded, 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

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 or 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 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/guarding 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

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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 legal 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.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

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. 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 the 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

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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. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of any anonymous report.

The Principal (or other administrator as designated) 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.

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

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

Non-Retaliation/False Reports

Retaliation of 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. The Superintendent shall establish a program, or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

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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 gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- B. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- C. 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;
- D. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- E. causing substantial disruption in, or substantial interference with, the orderly operation of the school

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

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

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background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

“Staff” includes all school employees and Board members.

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

Confidentiality

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.

1st Occurrence: One-Three (1-3) Days suspension.

2nd Occurrence: Five (5) suspension.

3rd Occurrence: Ten (10) days suspension/ recommendation to Board for expulsion.

17. Indecency/Obscenity

Offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff; also vulgar acts in verbal or written form, pictures, gestures, caricatures, or suggestive/inappropriate clothing during the school day or during any school activity shall be deemed inappropriate.

1st Occurrence: One-Three (1-3) days suspension/parent notification/possible recommendation to guidance department.

2nd Occurrence: Five (5) days suspension/parent notification/recommendation to guidance department.

3rd Occurrence: Ten (10) days suspension/parent notification/guidance involvement.

18. Insubordination

Willful failure to respond to or carry out a reasonable request by a staff member or other person in authority, including bus drivers, cooks, custodians, or any other school personnel shall be considered an act of insubordination.

1st Occurrence: One (1) day suspension/parent notification.

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2nd Occurrence: Three (3) days suspension/parent notification.

3rd Occurrence: Five (5) days suspension/parent notification.

4th Occurrence: Ten (10) days suspension/parent notification/possible further disciplinary action up to and including expulsion.

19 Persistent Disobedience

When a student reaches twenty (20) days of suspension (ISS or OSS) as a result of disrupting the educational atmosphere, s/he will be recommended for expulsion to the Bear Lake Board of Education. At the tenth (10th) and fifteenth (15th) day, parents will be notified.

School staff is acting “in loco parentis,” which means they are allowed, by law, to direct students 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.

20. Physical Assault

A willful physical attack on another person is prohibited.

1st Occurrence: Five (5) days OSS/parent notification.

2nd Occurrence: Ten (10) days OSS/parent notification.

3rd Occurrence: Recommendation for expulsion to the Board of Education/parent notification.

21. Physically Assaulting/Verbally Threatening 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.”

Verbal assault 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.

All Occurrences: Immediate suspension from school with recommendation for expulsion/police notification.

22. Plastic or Resealable Beverage Containers

Only juice or water in resealable bottles will be allowed outside the cafeteria. Juices are not permitted in classrooms without teacher permission. Only a resealable water bottle

will be permitted in the classroom during the day. Beverages in cups or glasses of any kind will not be permitted within the school. Students are not permitted soft drinks (pop) within the building during school hours.

1st Occurrence: Written warning/confiscation.

2nd Occurrence: One (1) day of missed recess/confiscation.

3rd Occurrence: Three (3) days of missed recess/confiscation.

4th Occurrence: One (1) day suspension/confiscation.

23. Possession of Personal Communication Devices (PCDs)

Students may use wireless communication devices (PCDs) before and after school, during after school activities (e.g. extra curricular activities) and/or at school-related functions. **Use of PCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight.**

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

A staff member who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a ten (10) day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

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Taking or transmitting images or messages during testing is also prohibited, as is transmitting images of another person without their consent. Either of these can result in failing the exam and receive three (3) days suspension. S/he also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

1st Occurrence: Two (2) days missed recess/confiscation/parent notification

2nd Occurrence: Five (5) days missed recess/confiscation/parent notification

3rd Occurrence: One (1) days suspension/confiscation/parent notification

4th Occurrence: Three (3) days suspension/confiscation/parent notification

24. Possession or Use of Potentially Dangerous Objects

Potentially dangerous objects include, but are not limited to, squirt guns, bean shooters, glass containers, rubber bands, lighters, snowballs, wallet chains, laser pointers, etc. Possession of any potentially dangerous object which has a blade of less than three (3) inches shall result in a minimum suspension of five (5) days.

1st Occurrence: Confiscation/three (3) days of missed recess/parent notification.

2nd Occurrence: Confiscation/five (5) days of missed recess/parent notification.

3rd Occurrence: Confiscation/one (1) day suspension/parent notification.

4th Occurrence: Confiscation/three (3) days suspension/parent notification.

5th Occurrence: Confiscation/five (5) days suspension/parent notification.

25. 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.

1st Occurrence: Two (2) days of missed recess.

2nd Occurrence: Five (5) days of missed recess.

3rd Occurrence: Two (2) days suspension/parent notification.

4th Occurrence: Three (3) days suspension. Parent notification.

5th Occurrence: Five (5) days suspension/parent notification.

All Other Occurrences: Ten (10) days suspension/parent notification.

26. Public Display of Affection

In the Bear Lake School environment, the only acceptable display of affection is holding hands.

1st Occurrence: Written warning/parent notification.

2nd Occurrence: Two (2) days of missed recess/parent notification.

3rd Occurrence: Two (2) days suspension/parent notification.

27. Stealing/Burglary/Theft and/or Unauthorized Possession of Property Belonging to Others

Stealing of school property or personal effects of others, or stealing from an individual by force or threat of force is prohibited. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal.

All Occurrences: Full restitution/possible police notification/parent notification.

1st Occurrence: Three (3) days suspension/parent notification.

2nd Occurrence: Five (5) days suspension/parent notification.

3rd Occurrence: Ten (10) days suspension/parent notification.

4th Occurrence: Recommendation for expulsion.

28. Tardies

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 to pick up a tardy admit slip before proceeding to his/her first assigned location.

Any student tardy during other periods should be sent to the office for a tardy admit slip.

Tardies will be recorded in the office for discipline purposes and recorded by classroom teachers for attendance purposes. Students who are 20 minutes late will be considered absent for that instructional period.

Students who are tardy on the day of an extra curricular activity may not participate if there has been a pattern of tardies established. (Excessive tardies means that more than one day of missed recess has been served.)

This tardy procedure is per marking period

Excused tardies must be approved by authorized school personnel. Any tardies during the other periods will be recorded in the teacher's records. A student's tardies will begin at zero with the beginning of each semester. Tardies that are not excused by school personnel will result in the following penalties:

1st Occurrence: Warning Pass

2nd Occurrence: Warning Pass

3rd Occurrence: One (1) missed recess

Subsequently students shall receive one (1) missed recess for each third occurrence.

29. 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 guideline.

1st Occurrence: Five (5) days of missed recess.

2nd Occurrence: Three (3) days suspension/parent notification.

3rd Occurrence: Five (5) days suspension/parent notification.

30. Unexcused Absences/Pass Violations or Skipping Class

Any absence without the authorization of school authorities will be considered unexcused.

1st Occurrence: One (1) missed recess for each hour or portion of an hour missed.

2nd Occurrence: Three (3) missed recesses for each hour or portion of an hour missed.

3rd Occurrence: Five (5) missed recesses for each hour or portion of an hour missed.

4th Occurrence (and all subsequent occurrences): One (1) day suspension/parent notification

31. Vandalism

The acts of willful destruction of school property and property belonging to others; and defacing school property such as lockers, desks, books, etc., are prohibited.

Report Graffiti and Vandalism

The Bear Lake Community has given students of the District the special opportunity to attend school in a new state of the art facility. It is the goal of the Administration and the Board of Education to ensure that the new facility is maintained free from graffiti and vandalism so that students and the Bear Lake Community can enjoy our beautiful new facility long in to the future. This District is committed to undertaking this responsibility. We cannot accomplish our goal without the help of our students. We ask that each student show the Community his or her appreciation for this facility and share in the responsibility for maintaining the new high school free from graffiti and vandalism.

During each class, students will be asked by their instructor to report any obvious graffiti or vandalism to their desk or work station. Any failure to report obvious graffiti or vandalism to a student's desk or work station to the instructor may result in one (1) day of missed recess. The district will make every effort to address the removal of graffiti or repair vandalism once reported. The District will investigate all reports of damage to determine the responsible parties. Any students found to be responsible for graffiti or vandalism are subject to further discipline as outlined in the student handbook.

Major Offenses: Examples include, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property.

1st Occurrence: Five (5) days suspension/restitution/parent notification.

2nd Occurrence: Ten (10) days suspension/restitution/parent notification.

3rd Occurrence: Recommendation for expulsion/restitution to the Board of Education.

Minor Offenses: Examples include, but are not limited to, writing on school property or property of others, etching, spitting, etc.

1st Occurrence: Three (3) days of missed recess/restitution/parent notification.

2nd Occurrence: One (1) day suspension/restitution/parent notification.

3rd Occurrence: Three (3) days suspension/restitution/parent notification.

4th Occurrence: Five (5) days suspension/restitution/parent notification.

32. Weapons

Weapon-Related Conduct/Arson/Criminal Sexual Conduct

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 will make 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 school 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 expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.

Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

Any similar object that is intended to invoke bodily harm or fear of bodily harm.

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.

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.

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 or school personnel. Failure to report such knowledge may subject the student to discipline.

If a student possesses a dangerous weapon, or commits arson in the school building or on the school grounds, or rapes someone in the building or on school grounds, the board of education or its designees shall expel the student permanently from all Michigan school districts, subject to possible reinstatement, unless the student establishes in a clear and convincing manner at least one of the following:

The object possessed by the student was not intended for use as a weapon or for delivery to another person or use as a weapon.

The student did not know that s/he was in possession of the weapon.

The student did not know that the object was a dangerous weapon.

The weapon was possessed by the student with the express permission of the school or police authorities.

Dangerous Weapon

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 shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board

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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.

Weapons Not Covered by the State Law

1st Occurrence: Ten (10) days suspension/parent notification.

2nd Occurrence: Ten (10) days suspension/parent notification/recommendation for expulsion to the Board of Education.

Appeals Process (Other than Attendance Appeals)

If a student, parent, or legal guardian disagrees with a disciplinary action or feels his/her due process rights have been violated, the Appeals Process is as follows:

See page 49, Section H in **Due Process Rights**

SEARCH AND SEIZURE

Search of a student and his/her possessions 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 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 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 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.

STUDENTS RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the

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responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, 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 material cannot be displayed if it:

is obscene to minors, libelous, indecent and pervasively or vulgar,
advertises any product or service not permitted to minors by law,
intends to be insulting or harassing,

intends to incite fighting or presents a likelihood of disrupting school or a school event.

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.

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.

**NON-DISCRIMINATION POLICY
AND
GRIEVANCE PROCEDURES
FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION A.M.ENDMENT ACT OF 1974
TITLE II OF THE A.MERICANS WITH DISABILITY ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
THE AGE DISCRIMINATION ACT OF 1975**

NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bear Lake School District that no person shall, on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program. or activity or in employment.

GRIEVANCE PROCEDURES

Section 1

Any person believing that the Bear Lake School District or any part of the school organization has inadequately applied the principles and/or regulations of 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendment Act of 1972, 3) Section 504 of the Rehabilitation Act of 1973, 4) Title II of the Americans with Disability Act of 1990, or 5) the Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as “a grievance” to the District’s Civil Rights Coordinator at the following address: **Sarah Harless, Bear Lake Schools, 7748 Cody Street, Bear Lake, MI 49614.**

Section 2

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the District Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

A complainant wishing to appeal the decision of the District Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

If unsatisfied the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of the meeting.

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, DC 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, DC 20202. The District Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the District Civil Rights Coordinator's office.

SECTION V TRANSPORTATION

TRANSPORTATION

The Bear Lake School District provides bus transportation for all students who live farther than one (1) mile from the school. The bus schedule and route is available by contacting the Transportation Director at 864-3133. Bus service is provided for the convenience of the students. It is not mandatory that the school provides bus service, it is a privilege.

If the welfare and safety of others is involved and it becomes necessary to discipline a bus student, the following procedure will be followed at the discretion of the Principal:

Student will receive a verbal warning from the bus driver

Student's seat will be changed to the front of the bus

Upon receipt of the bus conduct report, the student or students involved will discuss the matter with the principal and the student's parents will be notified of the problem. (Written warning.)

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

If a student's misbehavior is of a very serious nature, s/he shall lose their bus riding privilege immediately.

All rules of the school apply to the buses.

One copy of the conduct slip will be mailed and once copy will be kept on file in the Principal's office.

PLEASE REVIEW THESE BUS RULES AND CONSEQUENCES WITH YOUR CHILDREN!

Permanent bus stops will be designated soon after school starts. Your cooperation in having your child at the designated stop on time is solicited. We must maintain a regular schedule of stops, and we do not want to have any child standing in the cold longer than necessary.

In case of storms, we ask you to listen TV Channel 9 (WWTV), TV Channel 7 (WPBN), Radio Station WVXM-FM 97.7, Radio Station WZTU-FM 100.1 or Radio Station WTCM – FM 103.5 to determine if school has been delayed or canceled. You also may call the school at 864-3133 for information regarding delays or school closings. **PLEASE DO NOT CALL THE HOME OF AN EMPLOYEE. CALL EITHER ONE OF THE MEDIA CHANNELS OR THE SCHOOL.**

No student who is being provided transportation to and from school on a regular, scheduled route will be picked up or dropped off in any other district.

Student Conduct on Buses

BUS SAFETY RULES

Conduct on buses should be governed by common sense and good judgment. The driver is in charge. The driver has the same authority as a teacher in the classroom and expects the cooperation of all the students riding the bus.

The bus drivers are required to follow a strict schedule; this schedule may be disrupted by mechanical difficulties or bad weather conditions. Bus riders on both regular and special trips should be at the appointed place on time as it is necessary that buses be kept on schedule.

For reasons of safety, bus riders must ride with hands, arms, and heads inside the bus, and remain seated while the bus is in motion.

If riders wish to take a different bus at any time, they must provide a permission slip and receive permission from the office.

Students traveling on school buses to out-of-town events will be required to ride with their assigned group to and from all such events unless prior permission and arrangements are made with the principal.

Help to keep buses clean, sanitary, and orderly. Eating is not allowed on the bus and items may not be thrown out of the windows. Damage to the bus must be reported to the driver immediately.

Rough-housing, profane language, shouting, or any other type of misconduct will cause loss of the privilege of riding the bus.

The above rules apply to all people riding school buses at all times, including field trips, athletic events, etc.

All students must board their buses at their designated points.

All students who cross a roadway when unloading from the bus must do so by walking four paces along the shoulder of the roadway and await a signal from the bus driver before crossing.

Students must bring a note from home to ride another bus and have this signed by the office personnel and given to the driver.

Students whose conduct is detrimental to the safe operation of the bus or who are disrespectful and disobedient will be given a warning concerning their conduct and the parents will be notified. If the students continue to demonstrate this type of conduct they will lose their bus riding privilege for a period of time. If this type of conduct is habitual, the student's bus riding privilege will be suspended permanently.

It is the option of the bus driver to assign seats and students must sit in their assigned seats.

Parents are expected to get bus driver approval prior to having extra students ride the bus. This pertains to special activities, such as parties or scouts. Parents will furnish dates, number and names of participants involved in the activity to the driver.

Video recording on School Buses

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The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

APPENDIX

**Bear Lake School District
Area Human Resources**

ALCOHOL/DRUG INFORMATION – TREATMENT:

Al-Anon	723-3515
Alcoholics Anonymous.....	723-3515
Grand Traverse Band of Ottawa and Chippewa Indians.....	271-3538
Manistee Counseling Center	723-6228

CHILD ABUSE AND NEGLECT:

Children’s Protective Services (8:00 a.m. – 5:00 p.m.)	723-8375
Children’s Protective Services (5:00 p.m. – 8:00 a.m.)	723-8380

COUNSELING:

Catholic Human Services.....	775-6581
Manistee Counseling Center	1-800-968-5070

CHOICES – Support Group.....	723-6004
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CRISIS INTERVENTION (24-Hour Crisis Lines)

CHOICES of Manistee County Domestic Violence/Shelter.....	723-6004
Manistee Counseling Center	1-800-968-5070
.....	or 723-6228
Staircase Runaway & Youth Services	1-800-292-4517

LEGAL AID:

Legal Services of Northern Michigan.....	941-0771
Michigan Protection & Advocate Services	929-9071

PREVENTIVE SERVICES:

Children’s Trust Fund.....	723-1506
Manistee County Family Advocates (Prevention of Child Abuse/Neglect)	
M.A.D.D. – Mother’s Against Drunk Drivers	757-4777

**A COMPLETE LIST OF AREAN HUMAN RESOURCES IS AVAILABLE
IN THE FRONT OF THE TELEPHONE BOOK!**

Healthy-School-Parties

Schools can play a major role in helping students become fit, healthy and ready to learn. One way to accomplish this is for foods offered in schools to support lessons learned in the classroom regarding nutrition and physical activity. What better venue than schools--which have a great impact on children--to support the message that proper nutrition and physical activity are a key part of a healthy lifestyle? Positive examples of making healthy eating choices and encouraging physical activity should be visible throughout the school. Parties as well as cafeterias, school stores, vending machines, and after-school events offer opportunities for schools to reinforce the message that making healthy food choices and being physically active means a healthier body and a sharper mind.

Snack Ideas for School & Classroom Parties

Of course, the foods offered at school parties should add to the fun, but try to avoid making them the main focus. Remember, schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles and students should practice these lessons during school parties. For example, consider combining student birthday parties into one monthly event that incorporates physical activities as well as healthy snacks. Also, be sure to consider ethnic and medical food restrictions and allergies when providing classroom snacks.

Here is a list of healthy snack choices to consider for classroom events. Serving all healthy foods and incorporating physical activities make a powerful statement. Actions speak louder than words: Lead by example.

- ◆ Fresh fruit and vegetables –
Buy locally when possible.
- ◆ Yogurt
- ◆ Bagels with lowfat cream cheese
- ◆ Baby carrots and other vegetables
with lowfat dip
- ◆ Trail mix*
- ◆ Nuts and seeds*
- ◆ Fig cookies
- ◆ Animal crackers
- ◆ Baked chips
- ◆ Lowfat popcorn
- ◆ Granola bars*
- ◆ Soft pretzels and mustard
- ◆ Pizza (no extra cheese and no more than one meat)
- ◆ Pudding
- ◆ String cheese
- ◆ Cereal bar
- ◆ Single-serve lowfat or fat free milk (regular or flavored)
- ◆ 100% fruit juice (small single-serves)
- ◆ Bottled water (including flavored water)

*May be allergens and/or a choking risk for some people, please check with a health care provider.



Parents

Helping Your Child Succeed in School, Even When Dealing with Homelessness

- Know your child's educational rights:
 - Enroll your child in school. You can enroll your child even if you are missing documents normally required for enrollment such as immunization records, previous school records, birth certificates, and proof of residency.
 - Let the school know where you want your child to attend school. The McKinney-Vento Act gives your child the right to stay at the same school even if the family's homeless situation means you are no longer living in the same area. This school would be called the school of origin and school districts must let students continue attending if this is in the student's best interest. Your child also may attend any public school that nonhomeless students who live in the attendance area where you're currently living are eligible to attend.
- Keep copies of critical records such as immunizations, Social Security number, health physicals, and individualized education programs (IEPs). Ask someone you trust to keep a set of records for you if your current living arrangements make this difficult.
- Maintain high expectations for your child.
- Ask questions, such as the following:
 - Who is the local homeless education liaison? How can I contact him or her?
 - What transportation is available for my child to stay in the same school (the school of origin)?
 - If my child changes schools, who can help us transfer records quickly?
 - How can my child receive free meals at school?
 - How can my child receive free school supplies, if needed?
 - Who can help if my child needs special education services? How quickly can these services be set up?
 - What academic help is available for my child, such as Title I, Part A, programs or after-school tutoring?
 - What programs can help develop my child's talents and address his/her unique needs?
 - Are there sports, music, or other activities available for my child?
 - How can my child go on class field trips or participate in other school activities if I can't pay for them?
 - Is there a preschool program for my younger children?



For more information about helping your child succeed in school, visit the National Center for Homeless Education website at <http://www.serve.org/nche>, or contact the local homeless education liaison for your school district:

Notifications

Statement of Adoption – The Bear Lake Student Handbook and the policies within have been adopted by the Bear Lake School Board of Education.

Non-Discrimination Policy – It is the policy of the Bear Lake Public Schools that no person shall, on the basis of religion race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complaints, which relate to these federal laws are to be directed to the Superintendent of Bear Lake Schools, 7748 Cody Street, Bear Lake, Michigan 49614. Phone number (231) 864-3133.

Emergency Drills – Emergency drills (tornado and fire) are held at regular intervals and are required by law as an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to assigned areas as quickly as possible. The teacher in the classroom will give the student instructions.

Emergency Medical Cards – State law requires that all students must have an emergency medical card 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 should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision.

Facility Use – Students are not allowed to use school facilities unless they have received permission from the school **and are supervised by an approved adult sponsor** or are attending a school function. Students are not to have food or beverages in the gym at any time during the school day. School facility use should be arranged by contacting the office at 864-3133.

Illness or Injury – All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Student Records – Mrs. Sarah Harless, Principal at Bear Lake Schools, is the Custodian of Records and is responsible for the supervision of student records at the school. She can be reached by calling 864-3133.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen) 18 years of age or older, and those authorized by Federal Law and District regulations.

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A parent or adult student has the right to:

- ◆ inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- ◆ request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- ◆ consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guideline 8330 describes whose exceptions and is available upon request.
- ◆ challenge District compliance with a parent's request to amend the records through a hearing. If the Custodian of records decides not to amend the record, the aren't or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- ◆ file a complain with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.
- ◆ obtain a copy of the District's policy and administrative guideline on student records (#8330). The District has established the following information about each student as "directory information".

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directly information": a Student's name; address; telephone number; photograph; Major field of study; participation in officially recognized activities; Activities and sports, height and weight, if a member of an Athletic team.; date of graduation; awards received; honor rolls; and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within fourteen (14) days from the date of this notification that s/he will not permit distribution of any or all such information.

Returned Checks – There will be a fee of \$10.00 for any returned checks.

School Trips – Field trips are a part of the educational program at Bear Lake Schools. All school rules apply on all school-sponsored trips.

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Telephone – School phones are business phones and are not to be used by students for personal calls. A pay phone located in the hall near the High School Office is for student use before school, at lunchtime and after school.

Paging/Electronic Devices – Paging and electronic communication devices such as beepers or telephones are not allowed in school.

Lost and Found – The lost and found area is in the Elementary School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Visitors – Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period can be made by telephoning the student’s counselor. If a pupil wishes to bring a school age person to visit, s/he should obtain a visitor’s permit from the high school office. The visitor will be expected to remain with the student who is responsible for him/her.

For the protections of students, school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

ALL VISITORS MUST REGISTER AT THE HIGH SCHOOL OFFICE.

Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

Blood-Borne Pathogens – The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require to the Distract to request that consent. Questions or concerns should be directed to the high school principal.

Water Quality – The drinking water for Bear Lake School is not tested, as that water is supplied by the Village of Bear Lake, which is responsible for water quality compliance and consumer confidence.

Pesticide Application – Parents and guardians of children attending Bear Lake School who wish to be informed prior to any application of a pesticide should contact the high school office. Persons with concerns will be notified regarding application of the pesticides, the location of application and the date of the application. A pesticide is defined as a “substance or mixture of substances intended for preventing, destroying, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant.”

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 Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

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

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

Student Hazing – The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Harassment of Students – 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.

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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 hand held 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 assistant principal, or if the complaint relates to the principal, may report it directly to the Superintendent. Complaints will be investigated in accordance with AG 5517.

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.

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 employee, 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 unwelcomed 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, create 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:

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;

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- 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, 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;
- I. Sexting.

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 names and allegations.

Truancy – Manistee ISD Compulsory School Attendance Act Policy – the Manistee Intermediate School District Attendance Officer has the ultimate responsibility for enforcing the Compulsory Attendance Act and to inform you of your responsibilities for the education of your child(ren). The state law is briefly explained below for your information:

P.A. 451 of 1977 (amended by P.A. 43 of 1977) **MCL 380.1561 – 380.1599**

Section 1561: (1). . every parent, guardian, or other person in this state having control and charge of a **child from the age of 6 to the child's sixteenth birthday**, shall send that child to the public schools during the entire school year (except if enrolled in an approved non-public school). The child's **attendance shall be continuous and consecutive** for the school year fixed by the school district in which the child is enrolled.

Section 1571: (1) The Intermediate School Board shall select 1 or more persons to act as attendance officers for the ISD. Typically the Superintendent will act as the attendance officer.

Section 1587: If a parent/guardian fails to comply with the Compulsory School Attendance Act, the ISD Attendance Officer shall give written notice by registered mail to parent/guardian requiring the child **to appear in attendance on the next regular school day following receipt of the written notice**. Failure to comply with this notice will be reported by appropriate local school official.

Section 1588: if the parent/guardian fails to comply with the above notice, the attendance officer shall make a complaint against parent/guardian in District Court (educational neglect) or Probate Court/Juvenile Division (truancy) in the county of residence for refusal or neglect to send the child to school. Court action will follow the same manner as is provided for other cases under its jurisdiction.

Section 1599: A parent/guardian who fails to comply with the above is guilty of a misdemeanor, punishable by a fine not to exceed \$50 or imprisonment for not more than 90 days, or both.

DISTRICT HEALTH DEPARTMENT NO. 10

Counties of Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newago, Oceana, Wexford

Dear Parents/Guardians:

School will be starting soon so here is some general information about head lice that may make the school year run smoother for all of us. Head lice are tiny insects that only live on humans. They cannot jump, hop or fly but they do crawl quickly. Healthy head lice are hard to see because they move so fast. The way to tell when someone has head lice is to find the eggs that they lay. These eggs are called nits, and they are about the size of the period at the end of this sentence. Their color can be white, gray or tan. These are egg shaped and glued so tight to the hair shaft that the only way to remove them is with your fingernails or, on some children, a special comb will work. These nits usually hatch in 7 to 10 days. The bites of the lice are painless, but their saliva can cause a chemical allergy that makes us itch. This takes 2 to 6 weeks to develop. If a person is re-infected, itching may happen sooner.

Children catch head lice more than adults do, and they seem to prefer clean, healthy, well nourished children. Head lice cannot live long off the human body because they need our body heat and blood. We catch head lice from other people who have them by putting our heads together or sharing hairbrushes or hats. We can also get them by hanging jackets touching each other or sleeping in the same bed and so on...

Summertime is when many families have head lice. Children sleep over at friends and relatives homes and have more contact playing together. When school starts, the lice come to school too! You can help stop the spread by:

1. Teaching your child not to share combs, brushes, hats and
2. Check you child/children's heads for nits prior to the start of school and then periodically through out the school year.

There are many products on the market to kill lice; however, none of them will kill 100% of the nits. You can spend a lot of time and money using many different things and not get rid of lice. **The single most important step in getting rid of head lice is removing the nits.** This is where the term "nit picker" comes from. Ask your doctor, pharmacist or local health department for advice on how to cure the problem. **Please check your children today so we can try and stop the spread of head lice before school even starts.**

Thank you for your cooperation.

Community Standard for Head Lice Management, June 25, 1998

COMMUNITY STANDARD – HEAD LICE MANAGEMENT POLICY

It is the community standard to conduct periodic “head checks” at school to screen students for head lice infestation. Designated school personnel and/or volunteers who have been trained will look for head lice.

Whenever a student is found to be infested with head lice or to have nits, s/he will be sent home for treatment. The student will be send home with a notification letter and the treatment information. Telephone contact will be made by the school to the parent/guardian regarding the findings and the **nit-free** policy.

A student must be **nit-free** to return to school. The parent or guardian must accompany the student back to school for inspection before being readmitted. A child will not be permitted to ride a school bus until the school notifies the bus driver that the child has been readmitted to school.

PARENT INFORMATION SHEET

Dear Parent/Guardian:

Your child was checked for head lice today in a school screening. Your child does not have head lice, but in order to avoid the problem in the future, you should be aware of certain measures to follow.

Since head lice are easily transmitted from one person to another via personal belongings, as well as, by bodily contact, these objects should not be shared among friends or acquaintances. Children should be encouraged to use their own coats, hats, scarves, combs, and brushes. Remind your children not to lend or borrow things at school. Regular laundering of these personal belongings (as well as other clothing and bed linen) and frequent vacuuming of rugs and upholstered furniture are another way to help avoid head lice.

Parents can easily check their children for head lice. The procedure is very simple. About once a week (or at each shampoo), simply check the hairy areas behind the ears and at the back of the head at the neckline. Look for very small, oval shaped eggs (nits) attached to hair strands. They stick to the hair tightly and are not easily removed.

If in the future you find your child has head lice, please notify the school immediately and keep your child home until s/he is treated and all the nits are removed. You may wish to consult your physician, pharmacist, or health department for recommendations on method of treatment.

Thank you for your cooperation

Community Standard for Head Lice Management, June 25, 1998

PARENT NOTIFICATION

Dear Parent/Guardian:

During a screening at school today your child was found to have head lice. To help your child and to prevent spread at the school, this condition must be treated now. You may consult your physician, pharmacist or local health department for advice on how to get rid of lice. If you choose to use the health department, please call to see when a nurse is available before going.

All household members must be treated when a person in the home has head lice. Do not use things like dog shampoo or kerosene as they are dangerous. There are many products available to treat head lice. It is important to follow directions carefully and then remove all the nits (eggs)

To return to school you must bring your child in yourself to be checked by personnel. **Your child will not be permitted to ride the school bus until they are checked.** If nits are found, your child will be sent back home with you for further nit removal. **Your child will be checked in 8 – 10 days after readmission to school.**

The Health Department recommends:

1. Kill the head lice.
2. Remove all nits.
3. Clean the household environment.

Thank you for your cooperation.

Community Standard for Head Lice Management, June 25, 1998

GETTING THE NITS OUT

Getting the nits (eggs) out is your best defense in the battle against head lice. Nothing kills the nits 100%, so they must be taken out. All of the nits must be out before your child returns to school.

To remove nits, begin by parting the hair

- ◆ Then take a very small section of hair and check it for nits and lice
- ◆ Remove what you find by pulling the nit down the hair shaft with your fingers or by using a metal comb
- ◆ When all nits are removed from that section, clip it back out of the way
- ◆ Pick up another section and remove nits
- ◆ Keep doing this until you have gone through all of the hair

This takes time but you can do it. All your effort will be worth it!

Check your child every day for 2 weeks. Remove any lice or nits that you find. Then make it a habit to check your child twice a week. Be sure to look carefully behind the ears and at the nape of the neck.

Your child's school will also be rechecking your child 8 – 10 days after they return to class.

Community Standard for Head Lice Management, June 25, 1998

HOUSEHOLD PRACTICES TO ELIMINATE HEAD LICE

To prevent the return of head lice to treated hair, lice and their eggs (nits) must be removed from the home. Here is a list of common household practices you must do.

- 1 Collect all combs, brushes, and hair attachments (scrunches and hair bands.) Soak these in hot water (140 to 150 degrees) for at least 10 minutes.
- 2 Collect all coats, scarves, hats and recently worn clothing. Launder in hot water and dry for at least 20 minutes in a hot dryer.
- 3 Wash all bedclothes and towels in hot water and dry in a hot dryer.
- 4 Collect all non-washable items such as Afghans, blankets, stuffed animals, coats, etc., and either dry clean or seal in a garbage bag for two weeks. You may also place the sealed bag in the freezer for 12 hours or place outside if it is below freezing temperatures in the winter, for 12 hours.
- 5 Vacuum all furniture, chairs, couches, pillows, and the floor. Vacuum your car and child's car seat. Remove the vacuum bag and place in the outdoor garbage.
- 6 Wash hard surfaces such as kitchen chairs with soap and water.

Spraying your home with insecticides is not recommended.

Community Standard for Head Lice Management, June 25, 1998

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

Step 1 – Statement of Grievance

Signed – Grievant

Reported to : _____ Principal or Supervisor

Disposition:

Signed _____ Date

Grievance Satisfactorily Settled: Yes No

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed _____ Date

TITLE VI, IX, 504 GRIEVANCE FORM – continued

Step 2 – Disposition

Grievance Satisfactorily Settled: Yes No

If not, referred to the Board of Education

Signed

Date

Step 3 – Disposition

Grievance Satisfactorily Settled: Yes No

Step 4 – Appeal to:

Signed

Date

**MEMORANDUM TO PARENTS REGARDING
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

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

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

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parents:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the school's Personnel Department at 864-3133.

BEAR LAKE SCHOOL STUDENT NETWORK AND INTERNET

ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

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 also monitors online activity of students in an effort 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 determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parent/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardian assumes this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assumes personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

Please complete the following information:

Student User's Full Name (please print): _____

Grade: _____ Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

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Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam..
- I authorize a license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only child's first name will accompany such class work.

Parent/Guardian's Signature: _____ Date: _____

Student

I have read and agree to abide by the student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

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BEAR LAKE SCHOOL

2021-2022 School Calendar

Teacher In-Service.....	August 9 & 10, 2021
First Student Day	August 30, 2021
Labor Day Weekend (No School/Staff & Students)	September 2, 3, 6, 2021
Picture Day	September 20, 2021
Parent/Teacher Conference (Evening, Early Release, 12:50 p.m.)	October 7, 2021
End First Marking Period.....	October 29, 2021
Picture Re-Takes	November 5, 2021
Student & Staff Early Release, 12:50 p.m.	November 24, 2021
Thanksgiving Break	November 25 & 26, 2021
Last day before Christmas Break	December 17, 2021
Return to School	January 3, 2022
Martin Luther King Observation (No School)	January 17, 2022
Exams.....	January 19-21, 2022
End First Semester	January 21, 2022
Winter Break (No School)	February 21, 2022
End Third Marking Period	March 25, 2022
Spring Break	March 28 – April 4, 2022
Return to School	April 5, 2022
Parent/Teacher Conferences (Evening, Early Release, 12:50 p.m.).....	April 7, 2022
Graduation	May 27, 2022
Memorial Day (No School)	May 30, 2022
Exams (Early Release, 12:50 p.m.).....	June 8-9, 2022
Last Student Day (Early Release, 12:50 p.m.)	June 9, 2022
Records Day	June 10, 2022

Students will be dismissed every Friday at 12:50 p.m.