



**Bear Lake School**  
**2023-2024 Student Handbook**

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.

Bear Lake School has high expectations of our students. Each of you has special talents – perhaps even undiscovered yet – that will contribute to your success here at OUR school. I wish you the best of everything as you participate in classes, athletics, student groups, club, and organizations. From experience, I know that effort is often rewarded with success.

No handbook will ever be able to cover every situation. Incidents will arise that have to be handled on their own merits. 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 experience at Bear Lake School

Sincerely,

Sarah Harless  
K-12 Principal

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Mission Statement:

It is the mission of Bear Lake School to engage all learners in a comprehensive process which enables them to reach their full potential.

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.

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## **IMPORTANT INFORMATION**

### **District Website**

bearlake.manistee.org

### **Board Policies:**

<https://bearlake.manistee.org/index.php/administration/board-of-education/>

### **Addresses**

Bear Lake School

7748 Cody Street

Bear Lake, MI 49614

### **Contact Information**

Main Office: 231-864-3133

Fax: 231-864-3434

### **Administration**

Superintendent: Jakob Veith

K-12 Principal: Sarah Harless

Special Education Director: Eric Ware

Athletic Director: Tony Shrum

Transportation Director: Ann Smith

**2023-2024 DISTRICT CALENDAR**

<b>BEAR LAKE CALENDAR 2023/2024</b>	
<b><u>Date</u></b>	<b><u>Event</u></b>
Mon. Aug 28	First Day of School
Thurs. Aug 31	Student Dismissed at 12:50 PM
Fri-Mon. Sept 1 & 4	Labor Day Break - No School
Wed. Oct 4	Count Day
Thurs. Oct 5	PT Conferences 1:30 PM - 7:00 PM / Students Dismissed at 12:50 PM
Fri. Oct 27	End of 1st Marking Period
Wed. Nov 22	Students / Teachers Dismissed at 12:50 PM
Thurs, Fri Nov 23 & 24	Thanksgiving Break - No School
Wed. Dec 20	Last day Before Christmas Break
Tues. Jan 2	School Resumes
Fri. Jan 19	End of 2nd Marking Period
Wed. Feb 14	Count Day
Mon. Feb 19	President's Day Observation - No School
Fri. Mar 22	End of Third Marking Period
Fri. Mar 22	Last Day Before Spring Break
March 25- April 1	Spring Break - No School
Tues. Apr 2	School Resumes
Thurs. Apr 4	PT Conferences 1:30 PM - 7:00 PM / Students Dismissed at 12:50 PM
Fri. May 24	Graduation
Mon. May 27	Memorial Day - No School
Fri. May 31	Last Day of School/Dismissed at 12:50 PM
Mon. June 3	Records Day



## 2023-2024 DAILY SCHEDULE

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

Kindergarten – 6th Grade

7:55 a.m. – 2:50 p.m. (M-Th)

7:55 a.m. – 12:50 p.m. (Friday)

### MIDDLE/HIGH SCHOOL MONDAY – THURSDAY

1 <sup>st</sup> Period	7:55 – 9:10 a.m.
2 <sup>nd</sup> Period	9:13 – 10:25 a.m.
3 <sup>rd</sup> Period	10:28 – 11:43 a.m.
4 <sup>th</sup> Period	12:05 – 1:00 p.m.
5 <sup>th</sup> Period	1:03 – 1:55 p.m.
6 <sup>th</sup> Period	1:58 – 2:50 p.m.

### FRIDAY

1 <sup>st</sup> Period	7:55-8:39
2 <sup>nd</sup> Period	8:42-9:25
3 <sup>rd</sup> Period	9:28-10:11
4 <sup>th</sup> Period	10:14-10:57
5 <sup>th</sup> Period	11:00-11:43
6 <sup>th</sup> Period	12:08-12:50

School staff will supervise students on school grounds 15 minutes before the school day begins and 10 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

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

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.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

BEAR LAKE TITLE IX COORDINATOR  
7748 Cody St. Bear Lake, MI 49614  
231-864-3133  
[BLTitleIXCoordinator@manistee.org](mailto:BLTitleIXCoordinator@manistee.org)

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Bear Lake SECTION 504  
7748 Cody St. Bear Lake, MI 49614  
231-864-3133  
[bl504@manistee.org](mailto:bl504@manistee.org)

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Bear Lake CIVIL RIGHTS COORDINATOR  
7748 Cody St. Bear Lake, MI 49614  
231-864-3133  
[blcivilrights@manistee.org](mailto:blcivilrights@manistee.org)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the office at 231-864-3133.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office. All students, including 18 year olds, must sign out when leaving the building and have parent permission.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (a physician's verification is required after 2 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Students who are more than 19 minutes late are considered absent.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

#### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has one day for each day of absence to complete missed assignments.

#### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be

anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

**Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

**Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

**Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

**Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

**Cell Phone Use**

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

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

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

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

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the

identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. The building principal or designee will release a student only after confirming with an authorized adult that the student has permission to leave campus. Students who leave campus without authorization are subject to disciplinary action. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes.

### **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.



Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.
- Hats, jackets, and backpacks shall be stored in a student's locker immediately upon arrival at school.
- Blankets and pillows are to be stored in lockers during the school day.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, robotics, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

### **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.

3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Park in the designated areas ONLY within the parameters of marked spaces where applicable.
5. Never park in the traffic aisles or in a manner that prevents other vehicles clear passage.
6. Obey all laws pertaining to vehicle use as outlined by the Michigan Motor Vehicle Department.
7. No parking in the field south of the main parking lot.

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

### **Food Services**

]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 2022-2023. 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 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](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](mailto: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.

- o 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.
- o Every elementary student will be assigned a 30 minute lunch/recess period.
- o Every student must clean up their area where they eat their meals.
- o Students must be in designated areas during meal times.
- o No food or beverages are to be consumed in the hallways. Glass containers are not permitted.
- o 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.
- o Students will conduct personal business, including using the school telephone, during meal time only.

- o 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.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

Parents who attend field trips must provide their own transportation, and we request other arrangements be made for siblings. Also, parents are expected to be positive role models for the students and not smoke/vape during the school-sponsored activity. Parents may be subject to a background check.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate

medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Fundraising**

Bear Lake School allows many opportunities for students to participate in fundraising to help with the cost of Grace Adventures Trip, Senior Trip, other trips determined by the administration, 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.

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.

### **Head Lice**

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student’s parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student’s scalp, the student may return to class, but the District must inform the student’s parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student’s parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

### **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District’s homeless liaison:

BEAR LAKE HOMELESS LIAISON  
7748 CODY ST. BEAR LAKE, MI 49614  
231-864-3133  
[BLHOMELESSLIAISON@MANISTEE.ORG](mailto:BLHOMELESSLIAISON@MANISTEE.ORG)

For detailed information about Homeless Children and Youth, see Policy 5307.

## **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

## **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. 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 programs offered by the District.

## **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

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

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

**Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.**

## **Lost and Found**

All lost and found items are to be taken to the office.. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## **Media Center**

Students must check out materials from the media center. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

## **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

## **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

## **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff



during the party. Due to scheduling and space class parties will be limited to students and school staff. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

### **Playground/Recess Rules**

Students must follow these rules during recess or while using the playground:.

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.
15. Students shall keep hands, feet, and objects to themselves;
16. 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;
17. 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;

18. In the event a student must remain inside during recesses, s/he will be asked to work quietly in a designated area;

19. Students may not use the school telephone without written permission from the teacher. All social engagements must be made prior to the school day.

20. Students are discouraged from bringing toys to school. Electronic games, ipods, ipads, mp3 players, hand held game devices, radios, 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;

21. Students shall remain on school premises at all times unless arrangements are made through the office.

22. All rules in this handbook apply to all school functions.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

### **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others. The only acceptable display of affection is holding hands.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

### **Directory Information**

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.

15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **Different Route Requests**

Students who are not regular route riders may not ride the bus with a friend.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Self Transportation to School**

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. Students shall park in the south student parking lot during normal school hours.
2. Parking lot speed limit is five (5) mph.
3. If a student's driving privileges to school are suspended and/or revoked, and the student is participating in Tech Prep or Dual Enrollment courses, the student will not be allowed to drive to and from these programs.
4. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal. **Career or Dual Enrollment students leaving shall use the transportation provided by the school.**
5. No other students are allowed to be drive to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, visit <https://bearlake.manistee.org/index.php/powerschool/>.

### **Academic Awards**

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

#### Honor/Merit Roll for High School Students

1. Students who have earned a minimum of 3.50-4.0 points average for any marking period will have their names placed on the Honor Roll for the marking period.
2. Students who have accumulated 2.99-3.499 points average for any marking period will have their names placed on the Merit roll for the marking period.
3. Students with a failing grade or incomplete in any course will be considered ineligible for honor and merit rolls.

Class standing (ranking) will be based on grade point average. Naming of the Valedictorian and Salutatorian will be based on the highest and the second highest grade point average calculated to the nearest hundredth at the end of seven (7) semesters of study plus the high school credits earned in 8<sup>th</sup> grade.

Excluding College Credit Dual Enrollment Courses. If there is a tie, co-Valedictorians will be named.

To be considered for academic honors (valedictorian, salutatorian), a student must attend Bear Lake High School for a minimum of two years, beginning the start of their junior year. Course work completed elsewhere may be counted for credit but will not be computed for students' GPA when determining academic honors.

### **Commencement**

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.



## Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

The Board of Education believes that in order to function in society each student graduating from Bear Lake School must successfully complete a core of requirements for graduation effective with the class of 2010.

1. A credit is defined as a unit assigned to enrollment in course for one hundred eighty (180) scheduled days of instruction. Credits will be assigned on a semester basis in increments of one-half (1/2) credit only.
2. **English Language Arts (ELA) – 4 Credits** – Proficiency in State Content Standards for ELA (4 credits).
3. **Mathematics – 4 Credits** – Proficiency in State Content Standards for Mathematics (3 credits); Proficiency in district approved 4<sup>th</sup> Mathematics credit options (1 credit) (Student MUST have a Math experience in their final year of high school.)
4. **Online Learning Experience** – Course, Learning, or Integrated Learning Experience.
5. **Physical Education & Health – 1 Credit** – Proficiency in State Content Standards for Physical Education and Health (1 Credit); or Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular activities involving physical activities (1/2 credit).
6. **Science – 3 Credits** – Proficiency in State Content Standards for Science (3 credits).
7. **Social Studies – 3 Credits** – Proficiency in State Content Standards for Social Studies (3 credits).
8. **Visual, Performing, and Applied Arts – 1 Credit** – Proficiency in State Content Standards for Visual, Performing, and Applied Arts (1 credit).
9. **World Language – 2 Credits (Effective with students entering 3<sup>rd</sup> Grade in 2006)** – Formal coursework or an equivalent learning experience in Grades K-12 (2 credits).
10. \* Financial Literacy Requirement for Class of 2028 and up.

Each student shall be required to be enrolled in a minimum of six (6) classes per semester. Exceptions to this requirement may be approved by the principal for purposes of cooperative programs, vocational programs, college enrollment, or work-study programs provided the above requirements can be met by the scheduled graduation date for the student's class. Credit for the successful course work at post-secondary institutions may be applied to meet these requirements provided that written approval prior to enrollment has been granted by the principal and provided that such enrollment will satisfy the membership requirements of the current State Aid Act.

The Health/Physical Education requirement may be fulfilled by participating in a minimum of four complete seasons of high school athletics in grade 9-12 in conjunction with directed instruction of a certified teacher. The recommendation of the Principal and the approval of the Superintendent is necessary for this waiver to be approved.

Graduation Year	Credits Required for Graduation
2027	27
2026	27
2025	27
2024	27

### **Dropping or Adding a Class**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the main office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. A schedule change must be done within the first five days of a semester.

### **Dual Enrollment**

Students currently enrolled in the Bear Lake School District at the High School level may enroll in a post secondary, public or private, degree-granting institution. Bear Lake students may become Dual Enrollment students by having a minimum 2.5 GPA and passing the Accuplacer Test through West Shore Community College.

Students interested in this option should make a request to the principal. S/he should request interest to discuss possible course selections in order to guide students to

select courses that can enhance the possibility of their attending a post-secondary institution after they graduate.

Dual Enrollment students are free to choose the academic classes they take at college. Dual Enrollment students are expected to fulfill all Bear Lake graduation requirements and are to maintain student status for Bear Lake School. Should the student not complete courses in which s/he is enrolled at the institution, any refundable tuition and/or fees are to be paid to the District. A student that does not receive college credit for a course under the Dual Enrollment legislation is required to repay the school district any funds that were expended for the course that were not already refunded by the eligible postsecondary institution. If the student does not repay the funds as described in (MCL 388.514), the district may impose sanctions as determined by school policy. A student may take dual enrolled courses (including ones that were previously taken unsuccessfully) if the funds are repaid and if they still meet all other eligibility requirements. Also, the student will not be reimbursed for the cost of the book(s) and/or materials. The student is expected to successfully complete the course with a "C" or better, or s/he may not be eligible for dual enrollment the next semester. Course work completed at a post-secondary institution will not count in the computation of high school grade point average (GPA) if that course is taken to fulfill a graduation requirement. Academic courses which do not count toward graduation requirements in Math, Language Arts, Social Studies, or Science may be counted toward a students GPA if the student notifies the principal in writing of this intent within two weeks of receiving the grade. Non-academic classes not taken to fulfill graduation requirements may not be counted toward a students GPA. Books and materials not available from the school for Dual Enrollment classes shall be purchased by the student and will be reimbursed by the school upon successful completion of the course work and receipt turned in.

#### Dual Enrollment – On-line Courses

Students will have the opportunity to take on-line courses for dual enrollment with the approval of the Principal. If a student does not complete or fails an on-line course, the student will reimburse Bear Lake Schools for the cost of the course and any material.

Dual Enrollment course work which is used to fulfill a graduation requirement must be approved by the Principal. A waiver must be signed by the Principal, the student, and the students parents indicating that failure of the course may result in the student not graduating with his or her graduating class.

## Grades

Report cards will be issued at least once each quarter. Grades are calculated using the following grading scale:

The School uses the following grading system:

93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59 & Under	E	0.0
CR	-	Credit
NC	-	No Credit
I	-	Incomplete

## Grade Point Average

To calculate a grade point average (G.P.A.) assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year or for a series of school years.

## Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

## Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content

standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Sarah Harless, K-12 Principal.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

### **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Eric Ware at [waree@manistee.org](mailto:waree@manistee.org) or 231-864-3133.

### **Summer School**

Summer school will not be offered for the 2023-2024 school year.

### **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor. A student may not attempt to test out of class while enrolled in that class. The student may not have already received a grade, either passing or failing, in the course.

### **Work Permits**

Information about work permits is available at the K-12 Main Office.

### **SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

#### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

#### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

#### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **After-School Detention**

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

#### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

#### **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

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

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

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the



appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 5 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct & Consequences	
<b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	
Elementary	Middle/High School
<p>1<sup>st</sup> 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.</p> <p>2<sup>nd</sup> Occurrence: Recommendation for expulsion to the Board of Education.</p>	<p>1<sup>st</sup> 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.</p> <p>2<sup>nd</sup> Occurrence: Recommendation for expulsion to the Board of Education.</p>
<b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	
Elementary	Middle/High School
<p>1<sup>st</sup> Occurrence: Three (3) days suspension/parent notification/police notification.</p> <p>2<sup>nd</sup> Occurrence: Five (5) days suspension/parent notification/police notification.</p> <p>3<sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification/police notification.</p> <p>4<sup>th</sup> Occurrence: Out-of-School Suspension/parent notification/recommendation for expulsion to the Board of Education.</p>	<p>1<sup>st</sup> Occurrence: Three (3) days suspension/parent notification/police notification</p> <p>2<sup>nd</sup> Occurrence: Five (5) days suspension/parent notification/police notification</p> <p>3<sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification/police notification</p> <p>4<sup>th</sup> Occurrence: Out-of-School Suspension/parent notification/recommendation for expulsion to the Board of Education</p>

**Cell Phone:** Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

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

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

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/or receive three (3) days suspension.

Elementary	Middle/High School
1 <sup>st</sup> Occurrence: Two (2) days missed recess/confiscation/parent notification	1 <sup>st</sup> Occurrence: Two (2) detentions/confiscation/parent notification
2 <sup>nd</sup> Occurrence: Five (5) days missed recess/confiscation/parent notification	2 <sup>nd</sup> Occurrence: Five (5) detentions/confiscation/parent notification
3 <sup>rd</sup> Occurrence: One (1) day suspension/confiscation/parent notification	3 <sup>rd</sup> Occurrence: One (1) day suspension/confiscation/parent notification
4 <sup>th</sup> Occurrence: Three (3) days suspension/confiscation/parent notification	4 <sup>th</sup> Occurrence: Three (3) days suspension/confiscation/parent notification

**Closed Campus:** Under closed campus policy, students are to remain on campus for the entire school day unless leaving for reasons if illness, appointments, et. 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 main office for early dismissals.

Elementary	Middle/High School
1 <sup>st</sup> Occurrence: Five (5) detentions	1 <sup>st</sup> Occurrence: Five (5) detentions
2 <sup>nd</sup> Occurrence: One (1) day suspension/parent notification	2 <sup>nd</sup> Occurrence: One (1) day suspension/parent notification
3 <sup>rd</sup> Occurrence: Three (3) days suspension/parent notification	3 <sup>rd</sup> Occurrence: Three (3) days suspension/parent notification

4 <sup>th</sup> Occurrence: Five (5) days suspension/parent notification	4 <sup>th</sup> Occurrence: Five (5) days suspension/parent notification
<p><b>Cutting/Skipping Class:</b> Any absence without the authorization of school authorities will be considered unexcused.</p>	
Elementary	Middle/High School
<p>1<sup>st</sup> Occurrence: One (1) missed recess for each hour or portion of an hour missed.</p> <p>2<sup>nd</sup> Occurrence: Three (3) missed recesses for each hour or portion of an hour missed.</p> <p>3<sup>rd</sup> Occurrence: Five (5) missed recesses for each hour or portion of an hour missed.</p> <p>4<sup>th</sup> Occurrence (and all subsequent occurrences): One (1) day suspension/parent notification</p>	<p>1<sup>st</sup> Occurrence: One (1) detention for each hour or portion of an hour missed</p> <p>2<sup>nd</sup> Occurrence: Three (3) detentions for each hour or portion of an hour missed</p> <p>3<sup>rd</sup> Occurrence: Five (5) detentions for each hour or portion of an hour missed</p> <p>4<sup>th</sup> Occurrence and all subsequent occurrences: One (1) day suspension/parent notification</p>
<p><b>Disrespect:</b> Speaking or behaving to any adult member of the school community in a discourteous, insulting, or profane manner will not be tolerated.</p>	
Elementary	Middle/High School
<p>1<sup>st</sup> Occurrence: Three (3) days suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Five (5) days suspension/parent notification</p> <p>3<sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification</p>	<p>1<sup>st</sup> Occurrence: Three (3) days suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Five (5) days suspension/parent notification</p> <p>3<sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification</p>
<p><b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.</p>	
Elementary	Middle/High School
<p>1<sup>st</sup> Occurrence: Two (2) days missed recess</p> <p>2<sup>nd</sup> Occurrence: Three (3) days missed</p>	<p>1<sup>st</sup> Occurrence: Two (2) detentions</p> <p>2<sup>nd</sup> Occurrence: Three (3) detentions</p>

recess  3 <sup>rd</sup> Occurrence: Five (5) days missed recess  4 <sup>th</sup> Occurrence: One (1) day suspension/parent notification  5 <sup>th</sup> Occurrence: Three (3) days suspension/parent notification  6 <sup>th</sup> Occurrence: Five (5) days suspension/parent notification  7 <sup>th</sup> Occurrence: Ten (10) days suspension/parent notification  8 <sup>th</sup> Occurrence: Recommend for expulsion	3 <sup>rd</sup> Occurrence: Five (5) detentions  4 <sup>th</sup> Occurrence: One (1) day suspension/parent notification  5 <sup>th</sup> Occurrence: Three (3) days suspension/parent notification  6 <sup>th</sup> Occurrence: Five (5) days suspension/parent notification  7 <sup>th</sup> Occurrence: Ten (10) days suspension/parent notification  8 <sup>th</sup> Occurrence: Recommend for expulsion
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**Dress Code:** Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

Policy 5101: Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains “fighting words” or constitutes a true threat of violence; constitutes hate speech or symbols, including, but not limited to, swastikas or Confederate flags; involves a student walkout; urges a violation of law, Board Policy, or rule; or is not constitutionally protected.

**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 after the school day is over.** (Exceptions will be made for verified religious or health reasons,) Blankets and pillows should not be brought to school.

Elementary	Middle/High School
1 <sup>st</sup> Occurrence: Warning/student must come into compliance with the policy.  2 <sup>nd</sup> Occurrence: One (1) day of missed	1 <sup>st</sup> Occurrence: Warning/student must come into compliance with the policy  2 <sup>nd</sup> Occurrence: One (1) detention/parent

<p>recess/parent notification/student must come into compliance with the policy.</p> <p>3<sup>rd</sup> Occurrence: Three (3) days of missed recess/parent notification/student must come into compliance with the policy.</p> <p>4<sup>th</sup> Occurrence: One (1) day suspensions/parent notification/student must come into compliance with the policy.</p> <p>5<sup>th</sup> Occurrence: Three (3) days suspension/parent notification/student must come into compliance with the policy.</p>	<p>notification/student must come into compliance with the policy</p> <p>3<sup>rd</sup> Occurrence: Three (3) detentions/parent notification/student must come into compliance with the policy</p> <p>4<sup>th</sup> Occurrence: One (1) day suspensions/parent notification/student must come into compliance with the policy.</p> <p>5<sup>th</sup> Occurrence: Three (3) days suspension/parent notification/student must come into compliance with the policy.</p>
<p><b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	
<p>Elementary</p>	<p>Middle/High School</p>
<p><b>Weapons Not Covered by the State Law</b></p> <p>1<sup>st</sup> Occurrence: Ten (10) days suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification /recommendation for expulsion to the Board of Education</p>	<p><b>Weapons Not Covered by the State Law</b></p> <p>1<sup>st</sup> Occurrence: Ten (10) days suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification /recommendation for expulsion to the Board of Education</p>
<p><b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	
<p>Elementary</p>	<p>Middle/High School</p>
<p>1<sup>st</sup> Occurrence: Confiscation/three (3) days of missed recess/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Confiscation/five (5) days of missed recess/parent notification.</p> <p>3<sup>rd</sup> Occurrence: Confiscation/one (1) day suspension/parent notification.</p>	<p>1<sup>st</sup> Occurrence: confiscation/three (3) detentions/parent notification</p> <p>2<sup>nd</sup> Occurrence: Confiscation/three (3) days suspension/parent notification</p> <p>3<sup>rd</sup> Occurrence: Confiscation/five (5) days suspension/parent notification</p>

<p>4<sup>th</sup> Occurrence: Confiscation/three (3) days suspension/parent notification.</p> <p>5<sup>th</sup> Occurrence: Confiscation/five (5) days suspension/parent notification.</p> <p>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.</p>	<p>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.</p>
<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	
<p style="text-align: center;"><b>Elementary</b></p> <p>1<sup>st</sup> Occurrence: Ten (10) days suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification /recommendation for expulsion to the Board of Education</p>	<p style="text-align: center;"><b>Middle/High School</b></p> <p>1<sup>st</sup> Occurrence: Ten (10) days suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification /recommendation for expulsion to the Board of Education</p>
<p><b>Arson/Explosives:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>	
<p style="text-align: center;"><b>Elementary</b></p> <p>In compliance with State law, the Board shall permanently expel any student who commits arson in a district building or on District property, including school buses and other school transportation.</p>	<p style="text-align: center;"><b>Middle/High School</b></p> <p>In compliance with State law, the Board shall permanently expel any student who commits arson in a district building or on District property, including school buses and other school transportation.</p>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	
<p style="text-align: center;"><b>Elementary</b></p> <p>1<sup>st</sup> Occurrence: Five (5) days OSS/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days OSS/parent notification.</p>	<p style="text-align: center;"><b>Middle/High School</b></p> <p>1<sup>st</sup> Occurrence: Five (5) days OSS/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days OSS/parent notification</p>

3 <sup>rd</sup> Occurrence: Recommendation for expulsion to the Board of Education/parent notification.	3 <sup>rd</sup> Occurrence: Recommendation for expulsion to the Board of Education/parent notification
<b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	
Elementary	Middle/High School
All Occurrence: Immediate suspension from school with recommendation for expulsion/police notification	All Occurrence: Immediate suspension from school with recommendation for expulsion/police notification
<b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.	
Elementary	Middle/High School
1 <sup>st</sup> Occurrence: One-Three (1-3) Days suspension.  2 <sup>nd</sup> Occurrence: Five (5) suspensions.  3 <sup>rd</sup> Occurrence: Ten (10) days suspension/ recommendation to Board for expulsion.  Bomb Threat: Recommendation for expulsion/notification of legal authorities	1 <sup>st</sup> Occurrence: One-three (1-3) day(s) suspension  2 <sup>nd</sup> Occurrence: Five (5) days suspension  3 <sup>rd</sup> Occurrence: Ten (10) days suspension/recommendation to the Board for expulsion  Bomb Threat: Recommendation for expulsion/notification of legal authorities
<b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.	
Elementary	Middle/High School
1 <sup>st</sup> Occurrence: Collection of works/no credit for the work/parent notification/ three (3) days missed recess.  2 <sup>nd</sup> Occurrence: Collection of work/no credit for work/parent notification/ one (1) day suspension.	1 <sup>st</sup> Occurrence: Collection of work/no credit for the work/parent notification/three (3) detentions  2 <sup>nd</sup> Occurrence: Collection of work/no credit for work/parent notification/one (1) day suspension.



3 <sup>rd</sup> Occurrence: Collection of work/no credit for the work/parent notification/ three (3) days suspension.	3 <sup>rd</sup> Occurrence: Collection of work/no credit for the work/parent notification/three (3) day's suspension
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**Extortion/Blackmail:** 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.

Elementary	Middle/High School
1 <sup>st</sup> Occurrence: Five (5) days suspension/parent notification	1 <sup>st</sup> Occurrence: Five (5) days suspension/parent notification
2 <sup>nd</sup> Occurrence: Ten (10) day suspension/parent notification	2 <sup>nd</sup> Occurrence: Ten (10) day suspension/parent notification
3 <sup>rd</sup> Occurrence: Recommendation for expulsion	3 <sup>rd</sup> Occurrence: Recommendation for expulsion

**Forgery:** 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.

Elementary	Middle/High School
1 <sup>st</sup> Occurrence: Three (3) days suspension/parent notification	1 <sup>st</sup> Occurrence: Three (3) days suspension/parent notification
2 <sup>nd</sup> Occurrence: Five (5) days suspension/parent notification	2 <sup>nd</sup> Occurrence: Five (5) days suspension/parent notification
3 <sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification	3 <sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification

**Discrimination, Harassment (including Sexual Harassment), and Bullying:** violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.

Elementary	Middle/High School
1 <sup>st</sup> Occurrence: One-Three (1-3) Days suspension.	1 <sup>st</sup> Occurrence: One-three (1-3) day(s) suspension
2 <sup>nd</sup> Occurrence: Five (5) suspensions.	2 <sup>nd</sup> Occurrence: Five (5) days suspension
3 <sup>rd</sup> Occurrence: Ten (10) days suspension/recommendation to Board for expulsion.	3 <sup>rd</sup> Occurrence: Ten (10) days suspension/recommendation to the Board for expulsion

**Criminal Sexual Conduct:** commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.

Elementary	Middle/High School
In compliance with State law, the Board shall permanently expel any student who commits criminal sexual conduct in a district building or on District property, including school buses and other school transportation.	In compliance with State law, the Board shall permanently expel any student who commits criminal sexual conduct in a district building or on District property, including school buses and other school transportation.

**Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video**

Elementary	Middle/High School
1 <sup>st</sup> Occurrence: Kindergarten and First Grade: May be sent home the day of the fight/two (2) days of missed recess.	1 <sup>st</sup> Occurrence: May be sent home the day of the fight/three (3) additional days suspension/parent conference
1 <sup>st</sup> Occurrence: All other grades: May be sent home the day of the fight/one (1) day of suspension.	2 <sup>nd</sup> Occurrence: May be sent home the day of the fight/five (5) additional days suspension/parent conference
2 <sup>nd</sup> Occurrence: May be sent home the day of the fight/three (3) additional days suspension/parent conference.	3 <sup>rd</sup> Occurrence: May be sent home the day of the fight/ten (10) days suspension/parent notification

<p>3<sup>rd</sup> Occurrence: May be sent home the day of the fight/five (5) days suspension/parent conference.</p> <p>4<sup>th</sup> Occurrence: May be sent home the day of fight/ten (10) days suspension/parent notification.</p> <p>5<sup>th</sup> Occurrence: Recommendation for expulsion to the Board of Education/parent notification.</p>	<p>4<sup>th</sup> Occurrence: Recommendation for expulsion to the Board of Education/parent notification</p>
<p><b>Gambling:</b> 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.</p>	
<p style="text-align: center;"><b>Elementary</b></p> <p>1<sup>st</sup> Occurrence: One (1) day suspension/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Five (5) day suspension/parent notification.</p> <p>3<sup>rd</sup> Occurrence: Ten (10) day suspension/parent notification.</p> <p>4<sup>th</sup> Occurrence: Expulsion</p>	<p style="text-align: center;"><b>Middle/High School</b></p> <p>1<sup>st</sup> Occurrence: One (1) day suspension/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Five (5) day suspension/parent notification.</p> <p>3<sup>rd</sup> Occurrence: Ten (10) day suspension/parent notification.</p> <p>4<sup>th</sup> Occurrence: Expulsion</p>
<p><b>Indecency/Obscenity:</b> 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.</p>	
<p style="text-align: center;"><b>Elementary</b></p> <p>1<sup>st</sup> Occurrence: One-Three (1-3) days suspension/parent notification/possible recommendation to guidance department.</p> <p>2<sup>nd</sup> Occurrence: Five (5) days suspension/parent notification/recommendation to guidance department.</p> <p>3<sup>rd</sup> Occurrence: Ten (10) days</p>	<p style="text-align: center;"><b>Middle/High School</b></p> <p>1<sup>st</sup> Occurrence: One-Three (1-3) days suspension/parent notification/possible recommendation to guidance department.</p> <p>2<sup>nd</sup> Occurrence: Five (5) days suspension/parent notification/recommendation to guidance department.</p> <p>3<sup>rd</sup> Occurrence: Ten (10) days</p>

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<p><b>Insubordination:</b> 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.</p> <table> <tr> <th>Elementary</th><th>Middle/High School</th></tr> <tr> <td> <p>1<sup>st</sup> Occurrence: One (1) day suspension/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Three (3) days suspension/parent notification.</p> <p>3<sup>rd</sup> Occurrence: Five (5) days suspension/parent notification.</p> <p>4<sup>th</sup> Occurrence: Ten (10) days suspension/parent notification/possible further disciplinary action up to and including expulsion.</p> </td><td> <p>1<sup>st</sup> Occurrence: One (1) day suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Three (3) days suspension/parent notification</p> <p>3<sup>rd</sup> Occurrence: Five (5) days suspension/parent notification</p> <p>4<sup>th</sup> Occurrence: Ten (10) days suspension/parent notification/possible further disciplinary action up to and including expulsion</p> </td></tr> </table>		Elementary	Middle/High School	<p>1<sup>st</sup> Occurrence: One (1) day suspension/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Three (3) days suspension/parent notification.</p> <p>3<sup>rd</sup> Occurrence: Five (5) days suspension/parent notification.</p> <p>4<sup>th</sup> Occurrence: Ten (10) days suspension/parent notification/possible further disciplinary action up to and including expulsion.</p>	<p>1<sup>st</sup> Occurrence: One (1) day suspension/parent notification</p> <p>2<sup>nd</sup> Occurrence: Three (3) days suspension/parent notification</p> <p>3<sup>rd</sup> Occurrence: Five (5) days suspension/parent notification</p> <p>4<sup>th</sup> Occurrence: Ten (10) days suspension/parent notification/possible further disciplinary action up to and including expulsion</p>
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<p><b>Profanity:</b> 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.</p> <table> <tr> <th>Elementary</th><th>Middle/High School</th></tr> <tr> <td> <p>1<sup>st</sup> Occurrence: Two (2) days of missed recess.</p> <p>2<sup>nd</sup> Occurrence: Five (5) days of missed recess.</p> <p>3<sup>rd</sup> Occurrence: Two (2) days suspension/parent notification.</p> <p>4<sup>th</sup> Occurrence: Three (3) days suspension. Parent notification.</p> <p>5<sup>th</sup> Occurrence: Five (5) days suspension/parent notification.</p> </td><td> <p>1<sup>st</sup> Occurrence: Two (2) detentions</p> <p>2<sup>nd</sup> Occurrence: Five (5) detentions</p> <p>3<sup>rd</sup> Occurrence: One (1) days suspension/parent notification</p> <p>4<sup>th</sup> Occurrence: Three (3) days suspension/parent notification</p> <p>5<sup>th</sup> Occurrence: Five (5) days suspension/parent notification</p> <p>All Other Occurrences: Ten (10) days suspension/parent notification</p> </td></tr> </table>		Elementary	Middle/High School	<p>1<sup>st</sup> Occurrence: Two (2) days of missed recess.</p> <p>2<sup>nd</sup> Occurrence: Five (5) days of missed recess.</p> <p>3<sup>rd</sup> Occurrence: Two (2) days suspension/parent notification.</p> <p>4<sup>th</sup> Occurrence: Three (3) days suspension. Parent notification.</p> <p>5<sup>th</sup> Occurrence: Five (5) days suspension/parent notification.</p>	<p>1<sup>st</sup> Occurrence: Two (2) detentions</p> <p>2<sup>nd</sup> Occurrence: Five (5) detentions</p> <p>3<sup>rd</sup> Occurrence: One (1) days suspension/parent notification</p> <p>4<sup>th</sup> Occurrence: Three (3) days suspension/parent notification</p> <p>5<sup>th</sup> Occurrence: Five (5) days suspension/parent notification</p> <p>All Other Occurrences: Ten (10) days suspension/parent notification</p>
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<p><b>Public Display of Affection:</b> In the Bear Lake School environment, the only acceptable display of affection is holding hands.</p> <table> <tr> <th>Elementary</th><th>Middle/High School</th></tr> <tr> <td>1<sup>st</sup> Occurrence: Written warning/parent notification.</td><td>1<sup>st</sup> Occurrence: Written warning/parent notification</td></tr> <tr> <td>2<sup>nd</sup> Occurrence: Two (2) days of missed recess/parent notification.</td><td>2<sup>nd</sup> Occurrence: Two (2) detentions/parent notification</td></tr> <tr> <td>3<sup>rd</sup> Occurrence: Two (2) days suspension/parent notification.</td><td>3<sup>rd</sup> Occurrence: Two (2) days suspension/parent notification</td></tr> </table>		Elementary	Middle/High School	1 <sup>st</sup> Occurrence: Written warning/parent notification.	1 <sup>st</sup> Occurrence: Written warning/parent notification	2 <sup>nd</sup> Occurrence: Two (2) days of missed recess/parent notification.	2 <sup>nd</sup> Occurrence: Two (2) detentions/parent notification	3 <sup>rd</sup> Occurrence: Two (2) days suspension/parent notification.	3 <sup>rd</sup> Occurrence: Two (2) days suspension/parent notification		
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<p><b>Stealing:</b> 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.</p> <table> <tr> <th>Elementary</th><th>Middle/High School</th></tr> <tr> <td>All Occurrences: Full restitution/possible police notification/parent notification.</td><td>All Occurrences: Full restitution/possible police notification/parent notification.</td></tr> <tr> <td>1<sup>st</sup> Occurrence: Three (3) days</td><td>1<sup>st</sup> Occurrence: Three (3) days</td></tr> </table>		Elementary	Middle/High School	All Occurrences: Full restitution/possible police notification/parent notification.	All Occurrences: Full restitution/possible police notification/parent notification.	1 <sup>st</sup> Occurrence: Three (3) days	1 <sup>st</sup> Occurrence: Three (3) days				
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<p><b>Vandalism:</b> 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.</p> <table> <tr> <th>Elementary</th><th>Middle/High School</th></tr> <tr> <td> <p><b>Major Offenses:</b> Examples include, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property.</p> <p>1<sup>st</sup> Occurrence: Five (5) days suspension/restitution/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/restitution/parent notification.</p> <p>3<sup>rd</sup> Occurrence: Recommendation for expulsion/restitution to the Board of Education.</p> <p><b>Minor Offenses:</b> Examples include, but are not limited to, writing on school property or property of others, etching, spitting, etc.</p> </td><td> <p><b>Major Offenses:</b> Examples include, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property</p> <p>1<sup>st</sup> Occurrence: Five (5) days suspension/restitution/parent notification</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/restitution/parent notification</p> <p>3<sup>rd</sup> Occurrence: Recommendation for expulsion/restitution to the Board of Education</p> <p><b>Minor Offenses:</b> Examples include, but are not limited to, writing on school property or property of others, etching, spitting, etc.</p> </td></tr> </table>		Elementary	Middle/High School	<p><b>Major Offenses:</b> Examples include, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property.</p> <p>1<sup>st</sup> Occurrence: Five (5) days suspension/restitution/parent notification.</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/restitution/parent notification.</p> <p>3<sup>rd</sup> Occurrence: Recommendation for expulsion/restitution to the Board of Education.</p> <p><b>Minor Offenses:</b> Examples include, but are not limited to, writing on school property or property of others, etching, spitting, etc.</p>	<p><b>Major Offenses:</b> Examples include, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property</p> <p>1<sup>st</sup> Occurrence: Five (5) days suspension/restitution/parent notification</p> <p>2<sup>nd</sup> Occurrence: Ten (10) days suspension/restitution/parent notification</p> <p>3<sup>rd</sup> Occurrence: Recommendation for expulsion/restitution to the Board of Education</p> <p><b>Minor Offenses:</b> Examples include, but are not limited to, writing on school property or property of others, etching, spitting, etc.</p>
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## OTHER BUILDING-SPECIFIC RULES AND PROCEDURES

- Dances: Bear Lake student dances will be for Bear Lake Middle and High School students and their previously approved guest. Middle School students may not attend a high school dance or vice versa. A Bear Lake student may sign up one (1) approved guest on a list in the Principal's office during the week prior to the dance. Guests will not be able to sign up at the entrance. The doors of the dance will be open for one hour only from the scheduled start. Once a student leaves the building from the dance, the student cannot reenter under any circumstances. A school dance is considered a school event and all rules of conduct apply. Dance will be finished by 11:45 p.m. Sponsoring clubs must consider this when contacting music.
- Safety 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 local television stations. 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.
- 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.



- Skateboards, Rollerblades, and Scooters: Skateboarding, rollerblading, shoes with skates built in and riding scooters are not permitted on school property. Should a student bring a skate board, rollerblades or scooter to school must be checked in the office immediately upon arrival and may be picked up when the student goes home.
- Student Valuables: Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. **The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.** Students are strongly encouraged to either lock their valuables in a locker or leave them in the office for safe keeping during P.E. or athletic practices. **Money, billfolds and purses should not be left unattended in the gym or locker room.**
- Senior Trip: Participation in a senior trip is a privilege reserved for members of the current senior class and their class advisors. As planning for the trip occurs at the beginning of the school year, it becomes imperative to make concrete decisions. Seniors will work directly with their class advisor on preparations for the senior trip. A trip proposal must be submitted to the Principal by January of the graduating year. All deposits made toward securing travel, accommodations, etc. are nonrefundable and Bear Lake School is not responsible for said deposits. Students eligible for this trip must meet the following criteria:
  1. Must be graduating the current year.
  2. Must be in attendance for minimum of 78 of 90 semester days first semester, and no more than ten absences at the time of the trip, second semester.
  3. Must have a grade point average of 2.0 and no failing grades at the end of the first semester and the third marking period.
  4. No major discipline problems (no more than one (1) out of school suspension) or criminal action during the student's senior year.
  5. Eligibility for senior trip will be determined after the third marking period.

If a student is in violation of one or more of the above, s/he may make an appeal to a Board of Review, made up of the principal, class advisors, and two (2) senior class officers for consideration.

The following are the regulations established for every senior trip:

1. Students involved in a gross misbehavior may be sent back to Bear Lake at the expense of the parent or student, if guilty of the following, but not limited to:
  - a. Possession of or consumption of any beverage containing alcohol.
  - b. Possession of or use of any drug or other substance which produces abnormal behavior.
  - c. Any behavior so determined by the class advisor (chaperon) which warrants immediate removal from the group.

2. Students committing a gross misbehavior will be suspended for a minimum of five (5) days. Students will not be permitted to participate in any athletic or school sponsored extracurricular activities for the remainder of the year.

3. Students will not be permitted to smoke while being transported to or on any of the organized school tour activities. Smoking at inappropriate times may be considered a gross misbehavior.

4. Student misbehavior not determined to be gross misbehavior will be dealt with upon return of the group. Appropriate punishment will be established by the Principal after consulting with the chaperons and conferring with the student. Possible punishment could include suspension from school and loss of privileges to attend any school sponsored activity other than graduation.

5. The designated class chaperon will be in charge of all discipline matters during the trip. S/he will have the authority to establish rules on the senior trip.

6. The senior trip begins at the school. Before departure, a suitcase check may be made.

7. Any transportation costs for the senior trip will be paid by the senior class.

- Use of Telephone: 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.
- Visitors: The school building will remain locked at all times. In order to properly monitor the safety of students and staff, each visitor must be buzzed in at a main entrance. Visitors should use the doorbell and clearly state their name and purpose for entrance to the building, 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.**

## **APPENDIX A: TITLE IX SEXUAL HARASSMENT**

### **3118 Title IX Sexual Harassment**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

#### **A. Definitions**

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
  - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
  - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
- 2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
- 3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District handles Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.
15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

#### B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

#### C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

BEAR LAKE TITLE IX COORDINATOR  
7748 Cody St. Bear Lake, MI 49614  
231-864-3133  
[BLTitleIXCoordinator@manistee.org](mailto:BLTitleIXCoordinator@manistee.org)

#### D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

#### E. General Response to Sexual Harassment

##### 1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

##### 2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

##### 3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

##### 4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

#### 5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

#### 6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.



## 7. Respondent Removal

### a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## 8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

## F. Grievance Process

### 1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

## 2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;

- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

#### 4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

##### a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior

sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights

## 2. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. REMOVE

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

## B. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or

- c. The Formal Complaint's allegations did not occur in the United States.

## 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

## C. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

## D. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

- 1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
- 2. Offering the parties school-based counseling services, as necessary;
- 3. Providing the parties with academic support services, such as tutoring, as necessary;



4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

#### B. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

#### C. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

#### D. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

#### E. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

#### F. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

#### G. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

## APPENDIX B: ANTI-BULLYING

### **5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### **A. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### **B. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must

emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

#### Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. “Telecommunications access device” means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications service provider” means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

## **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

### **A. Surveys, Analyses, and Evaluations**

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

### **B. Invasive Physical Examinations**

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.



“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

#### C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

#### B. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

#### C. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

### ***5309-F-2 Directory Information and Opt-Out***

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Bear Lake Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by October 1 of the current school year.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

- student names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received

**Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.**

Bear Lake Schools *may not* disclose my student's directory information for the following purposes:

**5309-F-2 Directory Information and Opt-Out**

- a. ☐ student names, addresses, and telephone numbers;
- b. ☐ photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. ☐ date and place of birth;
- d. ☐ major field of study;
- e. ☐ grade level;
- f. ☐ enrollment status (e.g., full-time or part-time);
- g. ☐ dates of attendance (e.g., 2013-2017);
- h. ☐ participation in officially recognized activities and sports;
- i. ☐ weight and height of athletic team members;
- j. ☐ degrees, honors, and awards received; and
- k. ☐ the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

**Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX E: ACCEPTABLE USE AGREEMENT

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent/Guardian \_\_\_\_\_ Signature Date \_\_\_\_\_

## **APPENDIX F: ATHLETIC CODE OF CONDUCT**

Participation in Bear Lake Schools (the “District”) athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Tony Shrum

231-864-3133

shrunt@manistee.org

### **Available Sports**

Elementary: 4th-6th Grades: Basketball

Middle School: 6th-8th Grades: Cross Country, Volleyball, Basketball

High School: Cross Country, Football, Volleyball, Cheerleading, Basketball, Hockey, Skiing, Baseball, Golf, Softball, Track

### **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

**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 year, on or after April 15<sup>th</sup>.

### 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 or practice 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.
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.)
  - G. use and/or possession of marijuana.

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.
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 1<sup>st</sup> 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 **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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 2:00 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.

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.

## DUAL SPORTS PARTICIPATION POLICY

High school students will be allowed to participate in two sports simultaneously, if he/she meets these minimal guidelines:

- A. Approval of both cooperating coaches.
- B. Maintains a C or higher in each class. Dual sports participants will be allowed one probation week, during the season, should any grade fall below a C.
- C. Qualifies for participation according to these academic standards:
  1. Seniors: minimum of a cumulative GPA of 2.50 after six (6) semesters.
  2. Juniors: minimum of a cumulative GPA of 2.50 after four (4) semesters
  3. Sophomores: minimum of a cumulative GPA of 2.50 after two semesters.

4. Freshman: minimum of a cumulative GPA of 2.50.
- D. Student will declare their primary sport – this will provide direction should conflicts occur. The coaches and administrators, student, and parent/guardian will review calendars to reduce as many conflicts as possible for this athlete. The student athlete must complete the team's schedule to participate in post-season events. The following will be the priority for review: state vs regional vs district events, team over individual events and primary sport events over secondary events.

## 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. Student athlete must be signed out with the coach before leaving the game site. 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 recurring problem, other arrangements will be made immediately.

## STATE MEETS

Together the sport coach and Athletic Director will work to plan for teams who have earned the opportunity to represent Bear Lake at the MHSAA State Finals. The school will pay for the rooms, food and transportation needed to allow our qualifying athletes the best possibility for success. Only the coaches and participating athletes will receive these benefits. Athletes that have been apart of the team during the season, but are not competing may travel with the team, but will be held responsible for room and food costs and will be the responsibility of the coach.

Student-athletes who are either academically or athletically ineligible, may not participate in, nor may ride the bus to any District, Regional, or State meets.

## ATHLETIC AWARDS SYSTEM

Athletic Awards programs will be held at the completion of each season. The Awards program will be publicized and all parents will be notified of the date and time.

The following criteria will be used to determine who will be the recipient of the "Athletic Scholar Award":

- A. First Priority - Cumulative grade point average
- B. Second Priority - Grade point average for each particular marking period will be used for each particular marking period will be used for full time Bear Lake High School students and dual enrollment students. Cumulative GPA will be used for full time dual enrollment students:

1. Volleyball-first marking period
2. Cross Country-first marking period
3. Boys Basketball-second and third marking period
4. Girls Basketball-second and third marking period
5. Golf-fourth marking period (EST.)
  - C. Third Priority - Preference given to senior first, juniors second, sophomores, third, and freshmen, fourth.

## REQUIREMENTS FOR WMD & BEAR LAKE AWARD CANDIDATES

- A. All candidates must be recommended for the award by the Head coach and approved by the Administration.
- B. All candidates must have an excellent practice and game attendance record for the complete season.
- C. Any athlete who is suspended for any violation AND/OR who does not finish the season on the team in good standing will not be eligible to receive an award for that season.

## 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 3<sup>rd</sup> grade or above to work with elementary teams; 5<sup>th</sup> grade or above to work with junior high teams; 7<sup>th</sup> 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 6<sup>th</sup> – 12<sup>th</sup> 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: 6<sup>th</sup> grader be under thirteen (13) years of age, unless thirteen (13<sup>th</sup>) birthday occurs on or after September 1<sup>st</sup> of a current school year, in which case student is eligible for balance of that school year in all sports.

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

8<sup>th</sup> grader must be under fifteen (15) years of age, unless fifteenth (15<sup>th</sup>) birthday occurs on or after September 1<sup>st</sup> 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 1<sup>st</sup> semester and the winter Count Day in February for the 2<sup>nd</sup> semester.

Age:

Be under nineteen (19) years of age unless nineteenth (19<sup>th</sup>) birthday occurs on or after September 1<sup>st</sup> 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 15<sup>th</sup> of the current year.

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.

## PLAYING OUT OF LEVEL

Generally speaking, junior varsity teams are for freshmen and sophomores, and varsity teams are for juniors and seniors. If an athlete is moved a level, the following criteria must be adhered to:

1. Coaches

Anytime a student has the opportunity to move, the following questions to ask so the athlete has a positive outcome:

A. How will the move affect the academic work of the athlete?

1. What kind of academic student is the athlete?
2. What kind of study habits does the athlete have?

3. Are the length and number of practices going to affect his/her class work?
4. What kind of extra help is available for the athlete?
- B. How will the move affect the athlete emotionally?
  1. What kind of pressure will be on the athlete?
  2. Is the athlete emotionally mature enough to play at this level?
- C. How will the move affect the athlete socially?
  1. Does the athlete have any friends on the team?
  2. How great is the age difference?
- D. How will the move affect the athlete physically?
  1. Is the athlete physically mature enough to play at this level?
  2. Will the change have cause for greater injury?
- E. How will the amount of playing time affect the athlete?
  1. Will the athlete contribute to the team during the game?
  2. Will the playing time be sufficient to justify the move up or down?
  3. The athlete is **NOT** to be a benchwarmer.
2. Parent/Guardian Contacted
 

Coaches involved in the move will contact the parent/guardian of the athlete to:

  - A. Discuss the pros and cons of the move.
  - B. Get input from the parent/guardian about the move.
  - C. Obtain a signed Parent consent form from the parent/guardian supporting the move.
3. Re-evaluate
 

Any decision to move an athlete should be re-evaluated periodically during the season. Athletes may be moved back to a lower level at any time during the season if the move will benefit the athlete and team. If this is going to take place the coach will contact the parent/guardian before the move is finalized.

## 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.

#### 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.

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 forewarn and more importantly forearm our student athletes we will be more diligent about the Heat Index and its affects on our student athletes.

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.

**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**

**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:**

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. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **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.
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.

### **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](http://www.cdc.gov/concussions).

### **Communication Protocol**

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

### **Concussion Protocol**

The District will comply with the concussion protocol in Policy 5712.

## Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems
- Double vision
- Blurry vision
- Sensitivity to light
- Sensitivity to noise
- Sluggishness
- Hazy vision
- Foggy vision
- 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.

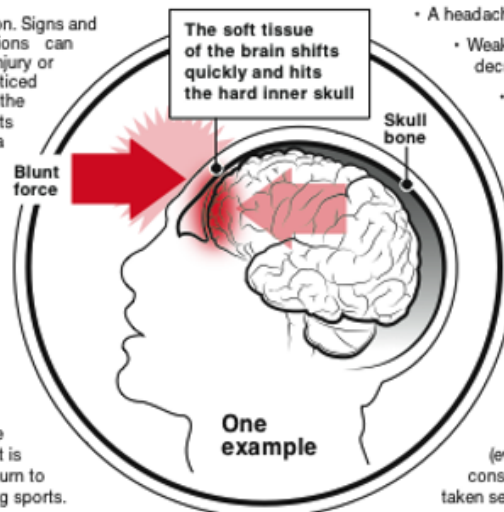
## 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION

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 !!!