

Bloomingtondale Middle and High
School

2018-2019

Student Handbook
Grades 6-12

Encouraging all students to

Notice . . . Choose . . . & Act!

To Make a Difference . . . Make a
CHANGE!

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STUDENT DAY SCHEDULE

High School

8:00-9:07	1 st Period
9:12-10:19	2 nd Period
10:24-11:31	3 rd Period
11:31-12:01	Lunch 11/12
12:06-12:36	Advisory Period 11/12
11:36-12:08	Advisory Period 9/10
12:06-12:36	Lunch 9/10
12:41-1:48	4 th Period
1:53-3:00	5 th Period

Middle School

8:00-9:07	1 st Period
9:12-10:19	2 nd Period
10:24-10:54	Advisory Period 6/7
10:54-11:24	Lunch 6/7
10:19-10:49	Lunch 8
10:54- 11:24	Advisory Period 8
11:29-12:36	3 rd Period
12:41-1:48	4 th Period
1:53-3:00	5 th Period

AM Tech Center(12th Grade)

8:00	Depart For TC
8:30-11:00	TC Classes
11:33-12:03	Lunch 11/12
12:08-12:38	Advisory Period
12:43-3:00	4 th & 5 th Periods

PM Tech Center(11th Grade)

8:00-11:33	1 st – 3 rd Periods
11:33-11:55	Lunch 11/12 (No Advisory)
11:55	Depart for TC
12:25-2:30	TC Classes
3:00	Arrive back from TC

GENERAL PROVISIONS

INTRODUCTION

This handbook has been written to explain most of the policies for the everyday operation of our school. Students should not assume that this handbook covers every possible event. Unforeseen situations or violations of proper conduct not covered by this handbook will generally be referred to the building administration for analysis and/or discipline. The administration has the right and responsibility to respond to these situations as they arise and address them accordingly. The rules, policies and activities of the school are subject to change during the school year.

Mission Statement:

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

General Information:

Superintendent: Deb Paquette
Principal: Mary Spade
Assistant Principal: Beckah Chartier
Assistant Principal: Scott Pfeiffer
Bloomingdale Middle and High School
629 E. Kalamazoo Street
Bloomingdale, Michigan 49026

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

Regular Office Hours: Monday - Friday 7:45 am - 3:30 pm
Website: www.bdalecards.org

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

ADVISORY PERIOD

All students will be assigned to an Advisory period class that will meet daily for 30 minutes immediately before or immediately after their lunch period. First and foremost, Advisory is a mentoring opportunity between students and faculty. Using a discussion and relational approach to reach students in areas of ethics, education, goal setting, health and general life-application topics, Advisory is designed to help students mature over a four-year period. Additional components to the class will include the promotion of school spirit and community pride. Advisory will be a 0.75 credit class, with students earning 0.25 credit per trimester. Students will receive credit (CR) for meeting the requirements of the course and no credit (NC) for failing to meet the course requirements.

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ARRIVAL TO SCHOOL

The building will be open to students fifteen (15) minutes before the start of the school day. Students who arrive late to school are to report directly to class. These students will be marked tardy unless previous arrangements have been made with the teachers or the administration.

ASSEMBLIES

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

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

ATTENDANCE POLICY

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

LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

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

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

Excused Absences, Unexcused Absences, and Truancy

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

Make-up Work

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

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assignment on the day he/she returns to school. Failure to do so will result in the student being Zapped until the assignment is complete and turned in.

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

Attendance Regulations

1. A student who is less than fifteen (15) minutes late to class will be considered tardy. Tardiness of fifteen minutes or longer shall be recorded as an absence for the class period.
2. Once a student has accumulated 11 absences for the school year, truancy procedures will be initiated through the Van Buren County Sheriff's office and juvenile court.

NON-COUNTING ABSENCES

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

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

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- Once the administration is satisfied that all requirements and deadlines have been met, the absences will be exempted.

Absence Procedures for Students and Parents

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

Leaving School During the Day

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

1. Pre-Excused: The student's parent may send a signed note requesting that the student be excused at a particular time.
2. Student Checkout: If a student must leave the campus because of illness or other emergency, he/she must report to the office and sign out before leaving. Failure to follow the proper procedure will be considered truancy, and the appropriate discipline rules will be applied. Students will not be released from school without parental permission.

BICYCLES

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

BREAKFAST

A breakfast program will be offered this year. Students interested in having breakfast should report to cafeteria immediately upon arrival to school. Students who are eating breakfast must plan accordingly in order to be in class by 8:05.

BUS PRIVILEGES

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

BUS REGULATIONS

Bus transportation is a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations and promptly responds to the directions and requests of the bus driver.

We have the responsibility to transport students safely to school. This requires the cooperation of parents, students, and the Transportation department in the following areas:

1. The stop is located according to State Law, Department of Education regulations and School policy.

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

Basic Rules For Bus Stop Conduct

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

Basic Rules For Bus Riding Safety

1. Walk quickly to the seat assigned to you by the driver. Male and female riders will be assigned to opposite sides of the aisle. Sit facing forward with your feet on the floor and your books, etc., on your lap. Keep feet out of the aisle.
2. Do not open windows except with the driver's permission. Windows may only be opened half way down. Keep head, hands and arms inside the bus at all times.
3. Musical instruments must be held by the owner. Do not leave them at the front or emergency exit door.
4. Expect to be required to sit three (3) in a seat when asked. All the buses, except for the Special Education bus, will seat at least 72 passengers when necessary.

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5. Remain seated until the trip is over and the bus has come to a full stop. Enter or leave the bus only at the front except, in case of an emergency, or drill. Each bus route will conduct an emergency evacuation drill at least three times a school year. Students are to obey the directives of the driver and return to the bus when the driver indicates the drill is completed.
6. Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
7. Use classroom conduct. Be courteous. Use no obscene language or gestures. Do not shout at passing persons or vehicles or make unnecessary disturbing noises.
8. Help keep the bus clean. No eating food, including gum and candy, or drinking is permitted. Smoking is forbidden on the bus.
9. Fighting, pushing, shoving, shooting paper wads, throwing objects or other rowdiness will not be tolerated.
10. Report any damage you observe to the driver. Persons responsible for the damage to the exterior or interior of the bus will be responsible for payment and may be denied bus-riding privileges.
11. School bus transportation is a privilege, not a right.
12. On the return trip home students may be discharged other than at their regular stop only if permission is granted in writing on a signed bus permission slip from the office staff, providing that he/she has received a written request from a parent.
13. Request for a visitor to ride the bus must be handled in writing, as Rule 12, and prior to the date of riding the bus.
14. Students must ride the bus they are assigned to at all times unless they follow the procedure stated in rule 12.

BUS RIDING DISCIPLINE

Category I

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

DISCIPLINARY ACTION: the building principal and/or Dean of Students will determine the number of days of suspension within FIVE (5) working days. A meeting will be held at the request of the driver, parent(s), principal, or Dean of Students.

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Category II

Substance Abuse, Theft, Fighting, Vandalism, Arson, Insubordination, Smoking, Harassment, Talking or Yelling at railroad crossing, and Throwing Hard Objects.

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

Category III

Small Incidences – Yelling, Swearing, Standing, Moving to Another Seat, Picking on Others, and Throwing Soft Objects, etc.

DISCIPLINARY ACTION:

1st Slip – Call home from Transportation Department

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

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

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

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

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

CAFETERIA AND SCHOOL MEAL INFORMATION

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

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

A breakfast meal is provided daily for \$1.00 full price and \$.30 reduced price. Ala Carte items are also available. Explanations of how to compile a meal are posted in the kitchen service line.

A lunch meal is provided daily for \$2.00 full price and \$.40 reduced price. Ala Carte items are also available. There are several different ways to build a meal in 6 different serving lines. A lunch meal must consist of at least 3 different components to meet requirements for a meal. For example: one piece of pizza (bread and meat), banana (fruit), baby carrots (vegetable) and milk (dairy). This would be a full meal with 5 components. If you only wanted the pizza and milk, you would have enough components to meet requirement for a meal. Please see the food service director if you have any questions, concerning all possible ways of creating a qualified meal.

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

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

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

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

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

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

- **Refer to the Bloomingdale public school website for food service wellness policy**

CELL PHONES

It is the strong recommendation of Bloomingdale Public Schools that students and parents carefully weigh the choice of whether or not to allow your child to bring personal cell phones, music players, cameras, and other electronic devices to school. All electronic devices can be disruptive to the learning environment, often create discipline problems, and are all too frequently damaged, lost, or stolen. If students do bring cell phones and / or other electronic devices to school, they are subject to the following policy guidelines. Students are allowed to bring cellphones to school for before or after school use only. However, all cell phones must remain with power off and out of sight during the school day (8:00-3:00). Students may not have the phone on vibrate or in their pocket during the day, this DOES NOT include designated lunch times.

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

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

If students choose not to follow this policy their cell phones will be kept in the office. If a cell phone is taken, it will only be released to a parent or guardian. Bloomingdale Public School and staff are not liable for lost or stolen cell phones.

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

CHAIN OF RESPONSIBILITY

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

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

CLOSED CAMPUS

Students are not permitted to leave the school grounds at any time without the specific permission of an administrator. Students who ride the bus may not leave campus prior to the start of the school day. Students who ride the Vo-Tech bus may not leave campus prior to the start of the school day.

COLLEGE INFORMATION

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

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

COMMUNITY SERVICE

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

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

Notice for Parents/Guardians

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

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

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

The District blocks some Internet sites and has a filter for catching certain keywords, which may indicate objectionable sites. Every Internet page a student visits is logged on our system and the District scans these

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records daily. Even with these precautions, it is IMPOSSIBLE to prevent access to sites, which are objectionable. Therefore it is important that you work closely with your son/daughter regarding their use of the Internet.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
 1. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
 2. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]
Cyberbullying includes, but is not limited to the following:
 - a. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - d. posting misleading or fake photographs of students on websites.

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

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use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from a teacher or the Superintendent before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the Superintendent. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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

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

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

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school principal or Superintendent immediately.

DRESS CODE AND STUDENT APPEARANCE

The dress and grooming exhibited by students of the Bloomingdale School District will be the responsibility of the student and parent or guardian of the student. However, the school reserves the right to take appropriate action with any student whose dress and appearance pose potential danger to health, safety and welfare, or whose dress and appearance interfere with the orderly operation of the school and/or education process. Student dress must be in good taste. Shirts and shoes must be worn at all times during school and at school sponsored activities.

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

BACKPACKS

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

DRIVING PRIVILEGES

Since the school operates a bus system, it is not necessary for a student to drive a car to school. If a student needs to drive to school, he/she must fill out a registration form in the office and have a valid parking sticker in the car's window. The following rules apply to driving to school.

1. No student may drive a motor vehicle of any kind to school without parents first making a written request by means of the appropriate form.
2. Students that drive to school are giving permission to have their cars searched if there is reasonable suspicion. Please note point 4 on the driving permission slip.
3. No lunch hour driving or riding will be permitted.
4. No sitting in cars parked on school property or standing by cars parked on school property during the school day will be permitted.
5. Students receiving permits to drive must park their cars on school grounds in the parking lot designated for student vehicles. Cars must be parked appropriately, with one vehicle occupying only one parking space. Cars are not to be entered or moved until school is dismissed or a student's campus schedule is completed.
6. Students who have permission to drive are to drive in a safe and lawful manner at all times. Violation of this rule may result in a loss of driving privileges for up to a trimester for a first offense. Further violations could result in a loss of driving privileges for up to one year.
7. Students must fill out permission form for driving to Technical Center. This form must be signed by parent and administration. A student will only be allowed to drive to Technical Center in situations that he/she needs to drive for work related instances, medical appointments, or to have the car there for meeting the needs of the class at the Vo-Tech Center. Students who have been given permission to drive to the Technical Center may not have riders.

Violation of these rules will result in drivers and/or passengers being disciplined as stated in the general discipline section of the handbook and may result in revocation of all driving privileges. A referral may be made to law enforcement in safety situations.

EMERGENCY PROCEDURES

Fire Evacuation Procedure

Move out of the building:

1. Move as an organized group and keep in line.
2. Do not do anything that will create excessive noise or commotion.
3. The first person to reach the outside door will hold the door open for the others.

Once outside:

1. Move a minimum of 150 feet away from the building in the indicated direction.
2. Remain in orderly class groups with your instructor.
3. Stay outside until signaled to come in. The bell will ring 3 times to indicate you are to return to your classroom.

WARNING: Pulling a fire alarm when there is no fire is a crime and is punishable in court as well as through school disciplinary procedures. Pulling a fire alarm when there is no fire is a misdemeanor punishable by up to a \$500 fine and 90 days in jail. In addition to the legal penalties, the student will be suspended from school.

Tornado Safety Procedures

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

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TORNADO WARNING means that a tornado has been sighted in the immediate area. Students and staff will be moved to a shelter area. After being informed by way of an announcement teachers will move students to designated areas.

Assume a position on the floor close to the walls away from the outside windows. Face away from the windows. Bend over so that your face is not exposed to the possibility of flying debris. If possible, hold a book over your head.

FOREIGN EXCHANGE STUDENTS

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

GRADUATION

Grade Point Average and Academic Honors

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

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = 0.7
B = 3.0	C- = 1.7	E = 0.0
5. Graduating senior students receiving academic honors will be selected using a formula that awards "academic points" to students based upon their weighted GPA and their highest SAT score. With this formula, students earn 67% of their academic points from their weighted GPA and 33% of their points from their SAT score. Students will be recognized as graduating with the following honors if they achieve the indicated point totals according to the formula: Academic Point Total = Weighted GPA x 335 + SAT score x 0.4125
 - a. Highest Honor = 1801 points or more
 - b. High Honor = 1761 to 1800 points
 - c. Honor = 1430 to 1760 points
6. The two(2) seniors with the highest academic point totals will be named Valedictorian and Salutatorian, respectively. In addition to the class president, the Valedictorian and Salutatorian will be chosen to speak during the graduation ceremony.
7. All graduation honors, including Valedictorian, Highest Honor, etc., will be determined following the completion of the second trimester. The administration will review progress report grades for all seniors

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receiving these honors during the 3rd trimester and may remove a student's graduation honors if academic standing has dropped significantly.

Minimum Number of Credits Required For Graduation

† Students must earn a minimum of 30.5 credits in order to be eligible for graduation.

Minimum Credit Requirements By Course/Department

1. English and Language Arts (Excludes Spanish): 6 credits including
 - a. 1.5 credit of English/Language Arts 9
 - b. 1.5 credit of English/Language Arts 10 or Advanced English/Language Arts 10
 - c. 1.5 credit of English/Language Arts 11 or AP English Composition or AP English Literature
 - d. 1.5 credits of Speech and Communications
 - e. (In rare instances, upon approval by the Principal, credit for Speech and Communications may be substituted with credit for a full year senior/college level English course, which includes a culminating project deemed to be of the same magnitude as Bloomingdale Public School's Senior Project.)
2. Math: 5.5 credits including
 - a. 1.5 credit of Algebra I
 - b. 1.5 credit of Geometry
 - c. 1.5 credit of Algebra II
 - d. (One credit of math must be earned during the senior year)
3. Science
 - a. Class of 2016 and beyond
 - i. 1.0 credit of Physical Science OR additional science
 - ii. 1.0 credit of Biology
 - iii. 1.0 credit of Chemistry or Physics
4. Social Studies
 - a. 1.0 credit of World History and Geography
 - b. 1.0 credit of U.S. History and Geography or AP U.S. History
 - c. 0.5 credit of U.S. Government or AP American Government
 - d. 0.5 credit of Economics
5. Physical Education/Health
 - a. 0.5 credit of Health
 - b. 0.5 credit of Fitness
6. World Languages
 - a. 2.0 credit of a world language (e.g., Spanish), **OR**
 - b. **(Applies to classes of 2016-2020) 1.0 credit of a world language in addition to one of the following:**
 - i. **1.0 credit of a career technical education course**
 - ii. **1.0 credit of an *additional* visual or performing arts course**
 - c. **Students may earn world language credits prior to entering high school by taking grade-appropriate world language courses.**
7. Fine Arts/Business/Career Education
 - a. 1.0 credit of Visual, Performing, or Applied Arts
8. Other
 - a. 1.0 credit of an on-line course, on-line learning experience, or integrated on-line learning

Additional Requirement For Graduation

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

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Credit Recovery

Students who have previously failed a class have the option to sign up for an online equivalent course through Bloomingdale Public School's Credit Recovery Program. Any student wanting to take a credit recovery class must first consult with the school counselor to begin the enrollment process. Students are required to pay a \$25.00 deposit for each course he or she signs up for, which is refundable upon successful completion of the course. Deposits will only be refunded if courses are successfully completed (credit earned) with twelve (12) weeks of date of enrollment.

Participation

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

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

GUIDANCE AND COUNSELING

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

HALL CONDUCT

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

Hall Passes

Students should not be in the hallways during class time. Students needing to be in the halls during regular class hours are required to have a hall pass from the teacher they are assigned to that period or the administration. Students in the hall during class time must have a valid reason. Students without hall passes will be required to return to their assigned class. Except for in emergency situations, students should plan on using the restroom facilities before or after school, during the lunch hour, or between classes.

HEALTH MATTERS

Every accident in the school building, on the school grounds, at practice sessions, at any athletic event sponsored by the school, or on school buses must be reported immediately to the person in charge. If a student is injured, he/she must turn in a written report to the administration. The Bloomingdale Public Schools has purchased a

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supplemental coverage insurance policy. Briefly stated, this means that costs incurred due to a school-related accident must first be submitted to the student's family or group insurance policy carrier. The amount not paid by the insurance carrier may then be submitted to the carrier of this secondary coverage. A form will be made available upon request from the office.

If a student has a recurring medical condition, he/she should provide the school with a form from a family doctor and parents, identifying the problem and what needs to be done in the event of an emergency. It is very important that the school have a phone number (either/both home and work) that could be used in the event of a medical emergency.

Should a child be injured, the district will make every effort to contact the parents for instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, arrangements will be made by the school to take the child to a doctor or hospital for treatment. This action on the part of the school does not obligate the school to assume financial responsibility for the treatment of the child.

Students who become ill during the school day must report to the office. If a student is too ill to report back to class, parents will be contacted and expected to arrange transportation home.

Students should never leave the building without the permission of the principal. Students may be sent home if the office is able to obtain parental approval.

Students who do not furnish an up-to-date immunization record will not be permitted to attend school.

If a student needs to take medications, the parent or guardian should bring the first dosage to the office and fill out the appropriate medical form. All medicines to be dispensed to the students should be in the original prescription container with the pharmacist's label on the front. See the MEDICATIONS section of this handbook for policies regarding the use of prescription and non-prescription medications at school.

HONOR ROLL

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

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

INCLEMENT WEATHER

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

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

LIBRARY/COMPUTER LAB

The library/computer lab is open to all students before school and during lunches as well as during class time. Students must have a pass from their teachers in order to use these areas during class time. Appropriate behavior

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is expected at all times.

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

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

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

LOCKERS

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

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

LOST AND FOUND

All lost and found articles are turned into the office. Lost articles should be reported to the office at once. Found articles will be held for a reasonable length of time. After this they will be given to Goodwill or disposed of at the discretion of the administration. It is a good idea to check Lost and Found right after losing an article, then check again about three or four days later. The school district is not responsible for lost or stolen articles.

MEDICATIONS

Parents should determine with their physician’s counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. If it is determined that medication should be administered during school hours, the Medication Request and Authorization Form must be completed and filed with the principal before the student will be allowed to begin taking medication during school hours. This form must be completed, signed and submitted on an annual basis. Only medication in its original container labeled with the student’s name and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

All medications to be administered during school hours must be registered with the principal. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parent request. Medication may not be transported by the student, except in the cases of prescriptions for emergency medications for allergies or other reactions, or inhalers for asthma with proper authorization. Upon receipt of the medication, the principal shall verify the amount of medication brought to the school and indicate the amount on the Student Medication Log Sheet. All medication shall be kept in a locked storage case in the school office. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of the school year.

Prescription Medications

Prescription medications must be in their original container labeled with the date, student’s name, and exact dosage.

Asthma Inhalers, Epi-pens, or Prescribed Emergency Medications

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity if the following conditions are met:

1. The Authorization for the Possession and Use of Asthma Inhalers, Epi-pen, or Prescribed Emergency Medication Form has been completed and signed by the student’s physician and parent/guardian.
2. The Authorization form has been filed with the principal.

The Authorization for the Possession and Use of Asthma Inhalers, Epi-pen, or Prescribed Emergency Medication Form shall be completed and signed by a physician and the parents authorizing the student to use prescribed emergency medication or Epi-pen where the student has been diagnosed as subject to severe allergic reaction.

Nonprescription (Over-the-Counter) Medications

A student in grades nine(9) through twelve(12) may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete the Authorization for Non-prescribed Medication and Treatment Form and file it with the principal.

MUSIC PLAYERS

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

NATIONAL HONOR SOCIETY

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

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

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

The student who exercises leadership:

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

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteer's dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and interscholastic competition.
- Do committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

The student of character:

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

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

OFFICE

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

The office will not supply monetary change.

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

Office Hours

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

PARENT COMMUNICATIONS

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

PARENT-TEACHER APPOINTMENTS

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

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at least 2 times per year. Each conference is held approximately 4-5 weeks before the end of each trimester. As parental involvement is a strong determining factor in student success, all parents are highly encouraged to participate in parent-teacher conferences.

PROGRESS REPORTS

Once during each trimester, reports of student progress are given to the students to bring home. Teachers are required to send home progress reports for all students. Progress reports are provided so parents will have some idea of the progress their child is making.

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

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

REPORT CARDS

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

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

Grades

- A - Generally represents excellent, above average work in class.
- B - Represents good work.
- C - Represents average quality work.
- D - Work is below average but still passing.
- E - Work is not of sufficient quality or quantity to pass.
- CR - Credit is given in the class, but no letter grade has been assigned.
- NC or NCI- No credit.
 - Given to a student who is passing at the time of withdrawal from school.
- WF - Given to a student who is failing at the time of withdrawal from school.

I - A grade of Incomplete will be given when a student fails to complete all class assignments, or a teacher determines that a student deserves additional opportunity to complete some of the objectives of a course. This normally occurs when a student has been ill or an emergency has prevented the student from completing the assignments of the course. Incomplete grades will be changed to "NC" grades if students fail to complete the class work they are missing in a reasonable time following the end of the trimester, which is generally between 3 days and 2 weeks.
"+" and "-" grades will be included on the report card as well.

RETAKEING CLASSES

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

SCHEDULING OF CLASSES

Students in grades eight through eleven will work out course selections with the counselor during the spring based on their educational development plan (EDP). The EDP should reflect the student's current plan of lifelong learning and preparation for "life after high school". Once a student has been scheduled into a class for which s/he enrolled, it will not be possible to drop the course except in the cases where (1) the student has been inadvertently

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scheduled into a course s/he already has passed, (2) the teacher recommends a change because the level of the work is not appropriate for the student, or (3) the drop is necessary in order to make room in a student's schedule for a required course. In cases in which students are scheduled in courses for which they did not enroll, schedule changes can be made in the guidance office at the scheduled times before the start of each trimester. Students in this situation should follow the procedures established by the guidance office for requesting a schedule change.

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

SCHOLARSHIPS

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

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

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

STUDENT FEES, FREE EDUCATION AND STUDENT FINANCIAL RESPONSIBILITIES

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

Textbook Loan

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

Student Fees

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

TRESPASSING

Students are not to be in the building after school hours without supervision by a teacher or other responsible adult. While it is true that the school is a public building, it is only open to the people who have business here. People who have no business being here are trespassing. The building will be locked at 3:30 PM every school day. Students must have their books, materials, etc. as they will not be allowed to enter the school after 3:30 PM.

VISITORS

Students are NOT to invite students from other schools, friends or relatives to visit during the school day. Visitors will not be allowed at Bloomingdale High School.

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

WITHDRAWAL FROM SCHOOL

Prior to withdrawing from school, students must complete a withdrawal form supplied by the office. Students who withdraw and are failing a class will be given a grade of WF. Students who withdraw and are passing a class will be given the grade of WP in the class.

WORK PERMITS

Employment certificates (work permits) will be issued only after the minor has furnished the following information:

1. Offer of Employment: This form is available in the principal's office. It must be signed by the employer indicating the type of work and hours of employment.
2. Evidence of age: Present the Offer of Employment along with any one of the following to the principal's office
 - a. Birth Certificate or signed statement of the recorded date and place of birth issued by a County Clerk.
 - b. Baptismal Record or Certificate showing date, place of birth and place of baptism.
 - c. Documentary evidence such as a driver's license.
 - d. Public Health Physician's Evidence of Age.

Z.A.P. PROGRAM

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

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

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ZAP Work Session

Students who are assigned to ZAP will attend a work session before school from 7:35-7:55am Monday-Friday until the work is completed. Failure to report to the assigned work session will result in the loss of one (1) Be the Change ticket for every session the student does not attend. If a student does not complete all of his/her assignments during the work session he/she will be reassigned to the following day work session.

The ZAP Room

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

1. Complete the assignment while in the ZAP room
2. Submit the completed assignment to the ZAP room supervisor

Other ZAP-Related Items

1. At the end of the trimester, if a student has 5 or more missing assignments, then the student will be assigned an incomplete grade for the course. Failure to turn in missing assignments by the deadline established by the teacher at the end of each trimester will result in the student receiving no credit for the course (“NCI”). This is the equivalent of failing a course.
2. At the end of the trimester, if a student has 4 or less missing assignments and is passing the class, he/she will NOT receive an NCI if he/she scores a 77% or higher on the final exam. If the student scores lower than a 77% on the exam then he/she will receive an “NCI” for the course.
3. 6th grade only- Relative to #1 and #2 above if the student does not take a final exam he/she will need a final grade of 77% or higher AND have less than 5 missing assignments to receive a grade. Otherwise he/she will receive an NCI.
4. Students are to remain quiet in the ZAP room unless they are asking a question that is specific to their assignment. Any other talking or disruptive behavior will result in a disciplinary write-up.

Deadlines are important, and the ZAP program is not designed to minimize the value of meeting due dates and deadlines. As such, assignments that are not turned in on time will not receive full credit. The *maximum* credit that a student can receive for a late assignment is 80% of the points possible. Teachers are permitted to have policies that award less than 80% credit for late assignments.

DISCIPLINE POLICY

INTRODUCTION

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

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

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

**EXPECTATIONS FOR STUDENTS
WHAT DO WE EXPECT OF STUDENTS?**

BE THE CHANGE

Be the CHANGE is a School-wide Positive Behavior Support System (SWPBS). It is a systems approach to creating and maintaining safe and effective learning environments in schools. SWPBS is designed to improve behavior and academic performance by teaching and reinforcing positive behavior.

A Change ticket is an incentive for students to show A CHANGE (Challenged, Honorable, Accountable, Noticeable, Grateful and Excellent) behavior in the classrooms, hallways, restrooms, cafeteria, and auditorium. Change tickets promote positive interactions among students and between students and staff members.

Each student will be issued thirty (30) tickets at the beginning of the academic year.

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



BE THE CHANGE EXPECTATIONS

<p>C Be Considerate <i>Being thoughtful of the rights and feelings of others</i></p>	<p>H Be Hard Working <i>Putting time and effort into your tasks</i></p>	<p>A Be Appreciative <i>Showing awareness of and thankfulness for the efforts of others</i></p>	<p>N Be Nice <i>Demonstrating kindness, friendliness, and helpfulness</i></p>	<p>G Be Goal-Oriented <i>Striving to achieve positive results in your task(s)</i></p>	<p>E Be Ethical <i>Acting with integrity and truthfulness; doing the right thing, even when no one is watching</i></p>
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Students can also earn the following numbers of tickets by attaining:

- Highest Honor Roll (each Trimester) = 5**
- High Honor Roll (each Trimester) = 3**
- Honor Roll (each Trimester) = 2**
- Perfect Attendance (each Trimester) = 5**
- Student of the Month = 5**
- Athlete of the week = 2**
- Sports Team= 2 (each Trimester)**
- Extracurricular club/organization= 2 (each Trimester)**

Students will lose 1 ticket for each of the following reasons:

- Being tardy for class
- Being assigned a “lunch and learn” for misbehaving in the cafeteria
- Not attending a ZAP work session.

A variety of fun student activities and events will be scheduled throughout the school year. In order to participate in these activities/events, a student must have 30 Change tickets.

All Students will receive 25 tickets at the beginning of 2nd and 3rd trimester.

When a student’s ticket count drops down to twenty (20), the student will be assigned 2 days of ISS

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

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

9. HOPEFULLY, STUDENTS WILL INVOLVE THEMSELVES in the total school program and avail themselves of all that their school has to offer in the way of both curricular and extra-curricular activities.

DISCIPLINARY ACTIONS

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

Detention

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

1. After School Detention begins in the assigned room at 3:05 and concludes at 3:45. Transportation home after the serving of an after-school detention will be the responsibility of the parents.
2. Lunchtime Detention begins in the assigned room at the beginning of each lunch period and concludes at the end of the lunch period. Students serving lunchtime detention, if eating school lunch, will only be allowed to purchase a sack lunch that they will eat in the detention room.
3. Saturday Detention begins in the assigned room at 9:00 a.m. and concludes at 11:00 a.m. Transportation to and from Saturday detention will be the responsibility of the parents.

School Cleanup

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

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

Suspension from Attending Extra-Curricular Events

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

Suspension from Participation in Extra-Curricular Activities

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

Loss of Driving Privileges

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

Legal Consequences

Student conduct involving unlawful behavior will be reported to the appropriate authorities, including the Department of Public Safety.

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Restitution

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

Exclusion

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

Restorative Practices

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

1. Out-of-school suspension may be imposed by the building administration for up to ten (10) school days per incident.
2. Long-term suspension is an out of school suspension that lasts more than ten(10) days, but less than permanent expulsion. The Superintendent may impose a long-term suspension for up to 45 days. Suspensions beyond 45 days require action by the Board of Education.
3. Expulsion is the permanent exclusion of a student from school. This extreme measure requires action by the Board of Education.

DISCIPLINE AUTHORITY

The authority of the Bloomingdale Board of Education to suspend or expel students is granted in Section 380.1311 of the Revised School Code. On the basis of this present status of school law, the administration of Bloomingdale Public Schools is delegated the authority to temporarily separate or suspend a student from school. In such actions, the following precepts shall be adhered to:

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

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SUSPENSION APPEALS PROCESS

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

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

GENERAL DISCIPLINE

Class I Infractions

Class I infractions will be handled by the teacher or administrator in charge in the classroom, hallway, cafeteria, etc. Class I infractions include, but are not limited to:

1. Failure to bring materials to class
3. Assignment(s) not completed
4. Disruption of class
5. Not following teacher instructions
6. Poor attitude

Class II Infractions

The consequence for a Class II infraction will be one or more of the following, depending on the severity of the infraction:

- A. One(1) after-school detention
- B. Two(2) lunchtime detentions
- C. Restorative Practices

Class II infractions include, but are not limited to,:

1. Dress Code Violations (see Dress Code) - Students who violate the dress code will be required to correct the infraction immediately. In cases where the violation is not corrected, the student will be sent home.
2. Violation of Music Player policy (See Music Players) - Equipment will be confiscated and held in the office until a parent comes in to pick it up.

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3. Violation of Cell Phone policy (See Cell Phones) - Equipment will be confiscated and held in the office until a parent comes in to pick it up.
4. Displays of Affection - No student is allowed to engage in kissing and/or affectionate embracing at school or school sponsored activities. Hand Holding is the extent of physical affection to be shown in school.
5. Use of Inappropriate Language, Gestures, or Materials - An obscene or profane act by a student in verbal or written form, including pictures or gestures, is not appropriate school behavior.
6. Having open beverage containers, other than water, or open snack containers anywhere in the building, except the cafeteria, without teacher or administrator permission.
7. Repeated Class I infractions

Class III Infractions

The consequence for a Class III infraction will be one or more of the following, depending on the severity of the infraction:

- A. Two(2) after-school detentions
- B. Three(3) lunchtime detentions
- C. One(1) Saturday detention
- D. One(1) hour of before/after school cleanup
- E. Loss of driving privileges for up to two(2) weeks
- F. Suspension from attending extra-curricular events for up to two(2) weeks
- G. Restorative Practices

Class III infractions include, but are not limited to:

1. Insubordination – refusal to comply with and respect the reasonable directions of teachers, administrators and adult employees.
2. Truancy (See Attendance Policy) – Although the administration may not assign a disciplinary consequence

for each unexcused absence, consequences will be administered when the administration has direct knowledge of a student missing class without parent or administrative permission. Furthermore, students that accumulate more than two (2) unexcused absences during a 9-week grading period will be assigned disciplinary consequences requiring them to make-up missed class time in detention. Students who failed to serve their detentions as assigned will (1) have their assigned detention time doubled, and (2) will have their course credits withheld (i.e., incomplete grades will be assigned) until all detention time is served.

3. Skipping Detention - Students are required to serve assigned detentions. The administration will make efforts to honor parents' requests to reschedule detentions in order to avoid suspending students. Detentions will not be rescheduled for students who habitually skip detentions.
4. Cheating, Forgery or Falsification - Any student found guilty of cheating or assisting others in cheating will receive a "0" grade for the assignment that was cheated on.
5. Lying - Students are expected to tell the truth at all times.
6. Teasing/Taunting - Students are not to engage in behavior that makes fun of, demeans, provokes or embarrasses another student.
7. Littering - Willfully littering on school property or private property to and from school.
8. Throwing Objects (Including Snowballs) - Because of the danger of personal injury or potential property damage, throwing of any objects is prohibited anywhere on school property.
9. Verbal Altercation – Loud and disruptive behavior directed at another individual.
10. Repeated Class II infractions

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Class IV Infractions

The consequence for a Class IV infraction will be one or more of the following, depending on the severity of the infraction:

- A. Three(3) after-school detentions
- B. Two(2) hours of before/after school cleanup
- C. Loss of driving privileges for up to three(3) weeks
- D. Suspension from attending extra-curricular events for up to three(3) weeks
- E. Cafeteria cleanup for up to five(5) days
- F. Restitution as appropriate
- G. Restorative Practices

Class IV infractions include, but are not limited to:

- 1. Automobile Violations (see Driving Privileges)
- 2. Harassment - inappropriate conduct that is repeated enough, or serious enough, to negatively impact another's educational, physical or emotional well-being. Harassment might include name-calling, use of racial slurs, making threats, pushing, shoving, fake hits, using words or phrases with sexual connotations, using sexual gestures, stalking, making unwelcome advances toward a person, touching someone that does not want to be touched, or other behaviors that are disruptive to others
- 3. Gang-Related Behavior - Any behavior that is associated with gangs or gang activity. This behavior includes, but is not limited to, flashing gang signs and the possession of materials containing gang-related writing.
- 4. Minor theft – Value of item(s) taken valued at less than \$10
- 5. Smelling Like an Illegal Substance - If a student smells of an illegal substance (such as marijuana or alcohol) the parents will be notified and the student will be picked up, sent home, or taken home as soon as possible.
- 6. Other disruptions to the learning environment.
- 7. Repeated Class III infractions

Class V Infractions

The consequence for a Class V infraction will be one or more of the following, depending on the severity of the infraction:

- A. Five(5) hours of before/after school cleanup
- B. Suspension from attending extra-curricular events for up to six(6) weeks
- C. Out-of-school suspension for 3 days
- D. Suspension from participation in extra-curricular activities for up to two(2) weeks
- E. Legal consequences as appropriate
- F. Restorative Practices

Class V infractions include, but are not limited to:

- 1. Verbal Assault - Any statement or act, oral or written, which can reasonably be expected to induce in another person a fear of danger of bodily injury or harm
- 2. Accessing inappropriate material via the Internet
- 3. Possession or use of tobacco - The possession or use of tobacco on the school premises, or at school sponsored functions, including those held away from school
- 4. Repeated Class IV infractions

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Class VI Infractions

The consequence for a Class VI infraction will be one or more of the following, depending on the severity of the infraction:

- A. Out-of school suspension for up to ten(10) days
- B. Suspension from attending extra-curricular events for up to twelve(12) weeks
- C. Legal consequences as appropriate
- D. Restitution as appropriate
- E. Restorative Practices

Class VI infractions include, but are not limited to:

- 1. Fighting - Engaging in an aggressive physical action toward another individual. A self-defense claim by a student that has engaged in a fight will only be considered if that student made a strong effort to avoid and walk away from the fight. Students will be held responsible for statements and/or actions that directly provoke aggressive action by another student. Following a suspension for fighting, students must report directly to the Dean of Students or the Principal upon their return to school. At this time a meeting will be held to bring closure to any unresolved conflict between the students involved.
- 2. Extortion - Attempting to gain anything from another student through intimidation, threat, or violence
- 3. Vandalism - A purposeful act of damage to school property, property of school personnel, property of other students and/or citizens
- 4. Theft - Stealing school property or the property of others.
- 5. Possession or Use of Alcohol, Drugs, or Inhalants - The possession or use of alcohol and/or non-prescription drugs or being under the influence. No student who is under the influence of alcohol or non-prescription drugs shall be allowed to remain in school and/or to participate in any school sponsored event. As part of the discipline process, students may be offered the opportunity for drug testing and/or counseling.
- 6. Possession of Look-Alike Substances/Prescription Drugs - Possession of substances that look like drugs and suggesting or behaving in such a way as to make others think they are drugs. It is also against school rules to bring, sell or distribute prescription drugs at school or to use them in a manner inconsistent with their labeling.
- 7. Possession of Substance Abuse Paraphernalia - The possession of items, commonly referred to as "drug paraphernalia", including, but not limited to, certain pipes, smoking masks, bongs, roach clips, and rolling papers.
- 8. Failing to Report Knowledge of a Dangerous Weapon or Threat of Violence
- 9. Repeated Class V infractions

Class VII Infractions

The consequence for a Class VII infraction will be one or more of the following, depending on the severity of the infraction:

- A. Out-of-school suspension for ten(10) with a recommendation for a long-term suspension or expulsion
- B. Suspension from attending extra-curricular events for up to one(1) year
- C. Suspension from participation in extra-curricular activities for up to one(1) year
- D. Legal consequences as appropriate
- E. Restitution as appropriate
- F. Restorative Practices

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Class VII infractions include, but are not limited to:

1. Physical Assault - Intentionally causing or attempting to cause physical harm to another, including a school employee, volunteer, or another student, through force or violence
2. Bomb Threat – Making this type of threat directed at a school building, school property, or a school-related event
3. Verbal Assault to Employee, Volunteer, or Contractor - Any statement or act, oral or written, which can reasonably be expected to induce in a school employee, volunteer, or contractor, a fear of danger of bodily injury or harm.
4. Use of a Weapon - Use of an instrument that may inflict injury upon another person in a threatening way or causing injury to another with an instrument that may be considered a weapon
5. Possession of a Weapon - A weapon includes conventional objects like guns, pellet guns, knives or club type implements. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on district property, that student shall also be subject to the same disciplinary action.
6. Arson - use of fire in any form to cause damage or disruption (fireworks, smoke bomb, matches, lighter, any explosives, etc.).
7. Sale or Distribution of Drugs
8. Criminal Sexual Conduct
9. Repeated Class VI infractions

DEFINITIONS OF ACTS THAT CAN LEAD TO SUSPENSION OR EXPULSION

Arson - The willful and malicious burning of or attempt to burn any building or any part of any building or any property of the school district.

Bomb Threats - Writing, phoning, or any communication of misinformation regarding a bomb in any district building.

Distribution of Printed Materials - The act of distributing unauthorized materials on school property.

Forgery - The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Gambling - The act of playing any game of chance for money or valuables.

Indecency - The act of offending against commonly recognized standards of propriety or good taste including excess use of ethnically offensive language.

Intimidation - Interference with the normal school operation by threat or violence.

TARDY POLICY

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone.

Students are required to be in class on time. Tardiness to class is defined as not being physically in the room when the bell stops ringing. A student who is tardy by more than fifteen minutes will be considered skipping for that hour. The student will not be considered tardy if he/she has a signed pass from the principal, counselor, secretary or another teacher.

If a student is late for class and receives a tardy they will lose one (1) ticket for each infraction. Note: excessive tardies will subject the student to further consequences.

Note: If a student is driving to school and is frequently late for first hour, a driving suspension could occur.

Cheating, Forgery or Falsification

CHEATING/PLAGIARISM POLICY Cheating/plagiarism in the learning environment means taking or helping someone to take unearned credit for school work. Examples of cheating/plagiarism include but are not limited to: - Copying another student's answers or work. - Using unauthorized notes on tests and/or quizzes. - Submitting work done by another as your own. - Doing assignments for someone else. - Giving answers to someone else. - Gaining an unfair advantage by looking at another student's test/quiz or soliciting help during a test/quiz.

Cheating/plagiarism is dishonest. Receiving credit dishonestly is unfair to the majority of students who earn their grades. Consequences for cheating/plagiarism on any work will be as follows: - First occurrence in any class: Zero credit for the work, and parents notified. - Second occurrence in any class: Zero credit for the work, a referral and parents notified, three (3)-day out of school suspension. - Third occurrence in any class: Zero credit for the work, a referral and parents notified, five (5)-day out of school suspension. Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement including Internet sources. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

Skipping Detention

(After School Detention up to 3 days Out of School Suspension)

Students are required to serve assigned detentions. If a lunch detention or after school detention is not served as assigned, the student will be assigned out of school suspension. If a student skips any future detentions, the student will be assigned an out of school suspension.

Bullying/Harassment

(Up to 10 days suspension; possible expulsion depending on severity, past history, etc.)

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

1. Verbal: Repeated name-calling, including racial slurs, explicit and implied threats, etc.
2. Physical: Shoving, pushing, fake hits, shutting lockers on someone, etc.

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3. Cyber: harassment through e-mails, internet, cell phone, or other electronic means
4. Sexual Harassment: Using sexually-degrading words to describe an individual, referring to someone with words like doll, babe, honey, hunk, etc. all constitute sexual harassment if they are unwelcome.
5. Harassment also includes touching someone when they don't want to be touched, blocking someone's path, using sexual gestures, using leers and whistles, showing people inappropriate books or pictures of a sexual nature. One time inappropriate sexual behavior may result in discipline.

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

Anti-Bullying

Bullying: A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

"Bullying" means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school districts or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Anti-Bullying and Mean Behavior Policy –

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

Cyberbullying

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

Threats towards the school/ school activity/staff/or administration:

1. Any verbal or written threat by a student to inflict harm to self or others must be taken seriously and addressed immediately.
 - a. Whoever hears/sees a threat should report it immediately to the administration.
 - b. The parent/guardian of the student who has made the threat should be notified immediately.
 - c. The administration will decide if police support or notification is needed and will notify the police when necessary.
 - d. The student should be kept in the office under supervision until the police, if called, and the parents arrive.
 - e. Any parent/guardian of a student who has been threatened either verbally or in writing as a potential victim shall be notified immediately.
 - f. The administration and/or adult witness will talk with the students involved separately and ask them to write out the circumstances of the incident.

Other consequences may be warranted to safeguard the welfare of the student victimizer and other members of the school community. When readmitted to school, the administration should place the student on a behavior plan. The plan should be reviewed every three weeks. If a student in grade 6 or above makes a bomb treat or similar threat, verbally or written, directed at an individual, school building, other property, or a school related event, the board or its designee will consider whether to suspend or expel the student or impose a less severe penalty after first considering the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

BLOOMINGDALE ALTERNATIVE ACADEMY

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

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

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Advisory Period

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

Athletic Participation

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

Graduation

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

Minimum Number of Credits Required For Graduation

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

Minimum Credit Requirements By Course/Department

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

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Additional Graduation Requirements

The purpose of the BAA is to allow for flexibility in students' schedule and day. Students' schedules may include online courses and/or courses taken in the classroom. If a BAA student is taking his/her classes in the classroom, he/she must adhere to the same attendance policy as a student in the regular Bloomingdale Middle and High School program. (See pg. 6 for the Attendance Policy). Students that are taking courses online are not expected to adhere to the same attendance policy.

Participation

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

Students Working From Home

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

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

Van Buren Technology Center

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

Z.A.P. PROGRAM

The Z.A.P. Program is not applicable for those classes that are taken online. However, if a student in the BAA takes a class in the classroom the Z.A.P. Program expectations are the same (See p. 29 for the policy).

AGE OF MAJORITY

Upon reaching eighteen years of age, a student may have access to his/her school records, receive school mailings, receive his/her own report card and write notes for attendance purposes. *A student may establish age of majority status by completing the proper form and submitting it to the office with a parent signature.* Information regarding an age of majority student may still be provided to the student's parents as long as he/she is a dependent.

Please be aware that all school rules apply equally to all students. Absences are only permitted for valid reasons as explained in the attendance policy. Students are not allowed to come and go at will. Leaving school will be permitted only in an emergency and only with administrative approval.

The only condition under which a student is totally responsible for all of his/her own matters is if he/she is an age of majority student who is not a dependent. This occurs when a student provides all of his/her own support and the parents/guardians do not claim any deductions for the student on income tax returns.

NOTICE OF NONDISCRIMINATION POLICY

BLOOMINGDALE PUBLIC SCHOOLS BOARD OF EDUCATION
GRIEVANCE PROCEDURE
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967
AGE DISCRIMINATION ACT OF 1975

Section I - Right to Invoke Grievance Procedure:

Any persons, including students, parents or employees, who believe that they have been unlawfully discriminated, harassed or retaliated against, denied equal opportunity or that the Bloomington Public Schools Area School District (District) or any part of the school organization has been unlawfully discriminated against or harassed, based upon a protected class as defined by (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination in Employment Act of 1967, (5) Title II of the Americans with Disabilities Act of 1990; and (6) Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance to:

Deborah Paquette
Civil Rights Coordinator
203 North Van Buren Street
Bloomington, Michigan 49026
(269) 521-3900

If the Complaint is against the Civil Rights Coordinator, the Complaint may be filed with the Board of Education President.

Section II - Civil Rights Coordinator:

The District's Civil Rights Coordinator is responsible for overseeing legal requirements of the laws identified in Section I and providing for proper, prompt and equitable administration of this grievance procedure. The Civil Rights Coordinator may be contacted through the District's Administration Offices: c/o Deborah Paquette, Superintendent, 203 North Van Buren Street, Bloomington, Michigan 49026.

Section III -Notice of Policy:

Notice of the existence of this procedure will be provided on a regular basis to students, parents of students, and employees by placement of the procedure in student handbooks and the staff handbook, on the district's online website and in conspicuous locations in each building. The Civil Rights Coordinator will provide this procedure to any individual upon request, or upon filing of a complaint under this procedure.

Section IV - Reporting and Investigative Requirements:

Any person, including but not limited to students, parents and employees, may report allegations of unlawful discrimination on the basis of sex, race, color, national origin, disability and age, including harassment or retaliation, to the Civil Rights Coordinator even if the allegations may also raise criminal or other disciplinary concerns. In the event that any person makes such a report to an employee other than the Civil Rights Coordinator, the employee who received the report must inform the Civil Rights Coordinator of the report. The District, through the Civil Rights Coordinator will conduct an impartial investigation of any allegations that fall within the statutory/regulatory purview of the statutes and/or that assert that unlawful discrimination, harassment or retaliation has occurred, regardless of any criminal investigation related to the same or similar grievance or complaint. An impartial investigation will include interviewing witnesses reasonably likely to have relevant information and provide the parties, including the complainant, with the opportunity to present witnesses, other evidence and review relevant records. Criminal investigations will not eliminate the need for an independent district investigation.

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With respect to any discrimination, harassment and/or retaliation that the District knows or reasonably should know about, the District will take immediate action to eliminate it, prevent its recurrence and address its effects. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

Section V - Grievance Procedure Process:

Any person, student, parent or employee, who believes a valid basis for a grievance exists may discuss the grievance informally with, or provide a complaint in writing to, the Civil Rights Coordinator. The grievance is to be promptly reported, generally within thirty (30) calendar days. The Coordinator shall investigate the complaint and generally reply with an answer to the complainant within five (5) business days. Additional time may be necessary to conduct the investigation.

Step 1

The complaint shall to the extent possible identify the nature of the complaint, the facts underlying the complaint, any witnesses, and the relief sought. If the investigation takes longer than five (5) business days, the Civil Rights Coordinator shall notify the complainant in writing within five (5) days, and shall furnish the complainant with the reason for the delay and an estimation of when the investigation will be completed. The Civil Rights Coordinator shall use a preponderance of the evidence standard to evaluate the evidence presented and obtained through his or her investigation. Following the conclusion of the investigation, the Civil Rights Coordinator shall make recommendations as to findings and remediation, if any, in writing, to the parties. The Civil Rights Coordinator will further inform the complainant of his or her appeal rights.

Step 2

If the complainant remains unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Civil Rights Coordinator's response in Step 1. In an attempt to resolve the grievance, the Board of Education or a Board committee shall meet with the concerned parties (should it be appropriate under the circumstances and should all parties so agree – for example, a victim of sexual harassment will not be required to meet with the alleged harasser), and/or their representative(s) within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Section VI - Remediation:

The District will take steps to: 1) prevent the occurrence or reoccurrence of any unlawful discrimination, harassment or retaliation; 2) provide a safe and nondiscriminatory environment for students, parents, employees and applicants for employment; and 3) to the extent provided by law without impeding the investigation, protect the confidentiality of complainants, the accused and witnesses. To the extent reasonably practicable, the District will take reasonable, timely, age appropriate and effective action designed to remediate the effects of any unlawful discrimination on any complainant or others, to eliminate any hostile environment that has been created, and to prevent the recurrence of any unlawful discrimination, harassment or retaliation. Remediation may include, but is not limited to, student discipline, expulsion or exclusion, from school property. The District will also take steps to protect any complainant as necessary, including to the extent such steps must occur prior to the final outcome of the District's investigation.

Section VII - Protection Against Retaliation:

This Policy and the laws in Section I prohibit retaliation against any individual who files a complaint or participates in an investigation pursuant to this procedure.

Section IX - US Department of Education Contacts:

Anyone at any time may contact the U.S. Department of Education Office for Civil Rights to file a complaint, as well as for information or assistance at the following: U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2602; phone: (216) 522-4970; email: ocr.cleveland@ed.gov.