

*High School and
Middle School*

Student Code of Conduct

*(including Athletic Code of Conduct,
Middle School Athletic Handbook,
and Technology Handbook)*



Lighting The Way

Bay City Public Schools

(Revised 7-01-06)

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**High School and Middle School
INTRODUCTION**

Preamble

The educational process of the schools of the Bay City District must assure the development of youth as citizens who have self-respect, respect for others, and respect for the law—the essence of good citizenship.

Education must encourage responsible involvement in the resolution of the problems of our society. It must create within the school system an atmosphere of social justice and equality which will enable students to carry a positive attitude about human differences into their working and community relationships in later life.

Education must recognize and protect the individual rights of all students as citizens, regardless of age, sex, race, religion, national origin, pregnancy, parenthood, sexual orientation, marriage, economic status, or for any other reason not related to his/her individual capabilities. Together with these rights, students must accept responsibilities and disciplines essential to our society.

Objectives

The primary objective of student discipline and control is to produce a school environment in which complete attention may be concentrated on teaching-learning activities. The school system has an obligation to assist each individual pupil to assume more responsibility for his own actions as he matures and gains experience. Within the framework of established guidelines, discipline and control must apply to each individual pupil according to his age, maturity, experience, abilities, interests and values. School authorities must undertake to provide the child and his parents with knowledge of the behavioral expectations of the school.

All rules and regulations of the Board of Education, along with the rights of students as set forth herein, have been developed within the framework of the Constitution of the United States and the State of Michigan, court decisions, and the law of the State of Michigan as they apply to local school districts. It should be noted however that the information provided represents only a portion of the policies adopted by the district and should not be considered to the exclusion of said policies, state and federal laws or administrative procedures.

Student Rights with Responsibilities J7305

The Board believes that responsible student action is possible if students are granted certain basic rights, among which are the following: the right to free inquiry and responsible expression; the right to due process; the right of freedom of association; the right of peaceful assembly and petition; the right to freedom from discrimination; the right to full educational opportunity; and the right to participate in the governance of the school in an advising capacity.

1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.
2. In each high school there shall be established an elective and truly representative student-directed government with offices open to all students. All students shall be allowed to vote. This government shall be elected annually on the basis prescribed by the constitution of each individual school.
3. Students shall have the right to counsel and due process procedures in the matters of suspension, transfer, and expulsion.
4. Students shall have the right to participate in decisions affecting the curriculum through student representatives duly designated by the student government.

5. Students shall have the right to participate in the establishment of regulations regarding discipline through student representatives duly designated by the student government.
6. Students shall not be subjected to unreasonable or excessive punishment.
7. In light of the creation of these orderly procedures for dealing with student concerns, no student shall disrupt the education process within a school.
8. Every member of the school community, including students, parents, the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.
9. No regulation shall be established which diminishes the right of any student as set forth in the guidelines in *J7310-P* which follows.

J7310-P **Rights With Responsibilities In The School District of The City of Bay City, Bay and Saginaw Counties, Michigan**

**DISCIPLINE POLICY OF THE SCHOOL DISTRICT OF THE CITY OF BAY CITY,
BAY AND SAGINAW COUNTIES, MICHIGAN
FOR HIGH SCHOOL AND MIDDLE SCHOOL STUDENTS**

A. Sanctions

On the basis of the present status of school law, a building administrator of any District school is delegated and vested by the Board with the authority to exclude a student from school and/or any activity under school sponsorship, and the Director of Transportation is delegated and vested by the Board with the authority to exclude a student from a school bus. In both cases, such exclusion is temporary, not to exceed ten (10) days as described under #1. *Suspension* below. Students going to or from school and at school-sponsored off-campus events shall be governed by School District rules and regulations and are subject to the authority of District officials. Exclusions from school for misconduct may vary in length depending upon the age of the student, the nature of the misconduct, the cumulative misconduct of the student, and the availability of alternative disciplinary measures. Disciplinary measures shall not be greatly disproportionate to the misconduct.

Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusions may be necessary for the purpose of discipline, to maintain immediate order, to protect persons or property. These exclusions shall fall within the following categories:

1. Suspension is defined as exclusion of a student from school and/or school-sponsored activities for a specific period of time not to exceed 10 days, terminating at the end of the specified period or upon the fulfillment of a specific set of conditions.
2. Expulsion is defined as the exclusion of a student from school and/or school-sponsored activities by the Board of Education for a specific period of time beyond 10 days; and may include a marking period, the balance of the semester, the remainder of the school year, or permanent expulsion (180 days or more), from the District's schools. A student may be suspended pending Board action on a recommended expulsion.

In the event of a suspension, the building administrator shall notify the Superintendent or designee in writing of the separation and reasons for it. In the event of a recommended expulsion, the building administrator shall set forth the recommendation in writing to the Superintendent, including the conduct which led to the recommendation, efforts made to solve the disciplinary problem(s), and shall indicate the length of the recommended expulsion.

If any parent, teacher or administrator believes that any conduct which may be the subject of disciplinary action may be affected by a disability as defined by state or federal law, the Director of Special Education shall be contacted for review and/or evaluation.

B. Procedural Safeguards

When it is necessary to consider the possibility of excluding a student from school or school activities for alleged misconduct, the building administrator or designee shall first advise the student orally or in writing of what he/she is accused of doing and the basis for the accusation, and the student shall be given an opportunity to explain his/her version of the facts.

In the event that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a student may be immediately excluded from school. Necessary notice and opportunity for a rudimentary hearing shall follow as soon as practicable.

Due process demands that procedures followed by school officials comport with fundamental fairness. Thus, should exclusion be deemed necessary, the following procedure shall be followed:

1. Suspension:

- a. The administrator will ascertain that all reasonable means have been used in an effort to resolve the problem and to keep the student in school.
- b. The student will be informed of what he is accused of doing and the basis for the accusation, and the student will be given an opportunity to explain his version of the facts.
- c. If the student is excluded from school and/or school-sponsored activities, he/she shall be informed of the period of time of such exclusion and what must be done before he/she can return to school. The parent or legal guardian will be notified immediately by the building administrator if at all possible.
- d. Written notice will be mailed to the parent or guardian on the day of the exclusion stating why the exclusion was made and whom to contact if they wish a conference to review the circumstances that led to the decision to suspend the student from school.
- e. If discipline length exceeds the number of days left in the school year, the discipline will carry over into the next school year.
- f. If such a review is requested, the student and parent(s) will be provided an opportunity to discuss with the building administrator the student's conduct and reasons for the decision to suspend the student. At the end of this conference, the student and parent(s) shall be informed of the building administrator's decision. In addition, a written decision of the review conference will be sent by mail to the student and parent(s) within two school days of the conference.
- g. The student or parent(s) may appeal the building administrator's decision from the review conference by requesting that the decision be reviewed by the Superintendent or designee. A written response will be provided within three school days.
- h. Out of school suspensions from 3 to 10 days in length for Bay City Public School students in grades six through twelve must be served at Project Success. The program is located at the Boys and Girls Club, 300 Lafayette Street, Bay City. In the event school is cancelled, that day does not count toward fulfilling the student's out of school suspension.

2. Expulsion:

Situations may arise whereby a building administrator or duly authorized school official may find that the problems of a student are of such nature that the student should be denied the privilege of attending school and/or school-sponsored activities for the balance of the semester, the remainder of the year, or permanently. In such cases, the building administrator will follow procedures leading to a recommendation to the Board through the Superintendent that the student be expelled.

- a. When such a situation arises, the building administrator or designee shall gather facts, views, and information related to the situation. This will include discussions with the student and the student's parent(s) or guardian(s). In such discussions, student and parent(s) shall be informed of what the student is accused of doing and the basis for the accusation(s).
- b. Completion by the building administrator of the "Notification/Confirmation of Exclusion from School" form constitutes the decision to recommend expulsion.

- c. Upon the decision to recommend expulsion, the following notifications shall be made:
 - 1). The building administrator shall mail a written notice to the parent or guardian on the day of the decision to recommend the expulsion. This notification will include the reasons for the recommendation to expel and will inform them that they may request a hearing on the recommended expulsion through the Superintendent.
 - 2). Upon receipt of a copy of the "Notification/Confirmation of Exclusion from School," the Office of Student Support Services will send a certified letter to the parent or guardian on behalf of the Superintendent which shall include:
 - a). The date of the Board of Education meeting at which the Board will take action on the recommendation to expel the student.
 - b). The specific charge(s) against the student which will be presented to the Board.
 - c). Explanation of appeal process. (Note: Parent has 10 days from date of receipt of the recommendation of expulsion to request an appeal hearing.)
 - 3). Both notifications shall include the following:
 - a). That prior to any hearing, the student or parent(s) may request the names of all witnesses in support of the recommendation.
 - b). The right of the student to be represented by an attorney at the student's or parent's expense.
 - c). The opportunity to question the witnesses who will testify against him/her.
 - d). The opportunity for the student to call witnesses on his/her behalf and/or present written affidavits for that purpose.
- d. If an appeal hearing is requested, the Board authorizes the Superintendent or his/her designee to serve as hearing officer who shall conduct the hearing within five school days from receipt of the parent request. The written decision and record of the hearing shall be mailed to the student and parent(s) within two school days. If expulsion of the student continues to be recommended, the written notice shall inform the student and parent(s) of:
 - 1). The date of the Board of Education meeting at which the Board will take final action on the recommendation to expel the student.
 - 2). The specific findings of the hearing officer regarding the student which will be presented to the Board of Education.
 - 3). The right of the student to have a hearing before the Board of Education in open or closed session and the requirement that such request must be made in writing within 10 days of the date of the written notice.
- e. If the student requests a hearing before the Board, he/she will be informed of:
 - 1). The names of the witnesses who will testify at the hearing.
 - 2). His/her right to question those who will appear against the student.
 - 3). His/her right to call witnesses on behalf of the student and/or present written affidavits for that purpose.
 - 4). His/her right to be represented by an attorney at the student's or parents' expense.
- f. The Board shall review the request for expulsion, the reason for the request, conduct the hearing, and determine whether the student's conduct constituted a gross misdemeanor or persistent disobedience. If expulsion is ordered, the Board shall also set the term of expulsion.
- g. The Office of Student Support Services shall report violations of this section referring permanently expelled (180 days) students to appropriate Family Independence Agencies or county Community Health Agencies or as otherwise might be required by state or federal law or regulation.

Expulsion shall be provided automatically for those pupils who possess a weapon in a weapon-free school zone, commit arson in school building or on school grounds, or commit rape (sexual misconduct) in a school building or on school grounds as provided by Section 1311 of the Michigan School Code.

Alternative placement may be allowed as provided in the Revised School Code MCL 380.1311.

The Board shall consider petitions for reinstatement, in compliance with the procedures set forth in Section 1311(5) of the Michigan School Code, and shall follow the procedure established therein, as amended. The decision of the School Board on petitions of reinstatement shall be final.

**Definitions of Misconduct Which Will Result in Disciplinary Action
Shall Include but Not Be Limited to the Following:**

Arson - The willful or malicious burning of, or attempt to burn, any building or part of any building structure, or property of the District, staff or student.

Assault, Physical - Intentionally causing or attempting to cause physical harm to another through force or violence. (MCLA 380.1311a(12)(B) and MCL 380.1310(3)(B))

Assault, Verbal - Any willful verbal, either oral or written, threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Any bomb threat or similar threat directed at a school building, other school property, or a related event is included in this definition.

Battery - An unlawful physical attack upon another by beating, wounding, or touching in an offensive manner without his/her consent.

Body Conditions - The condition under which any pupil is suspected of having a communicable disease, or who has persistent and neglected body odors.

Bomb Threat - See Assault, Verbal

Bullying, Intimidation, Harassment, Hazing - Infliction of physical, verbal, written, electronically transmitted or emotional abuse, or physical, verbal or emotional attacks upon the person or property of another which could include: verbal taunts, name-calling, and put downs, Religious, ethnically, gender based or sexual orientation put downs, extortion, threats or similar conduct.

Bus Violation - The failure to respond or carry out a reasonable request by a bus driver to remain seated when the bus is moving, to cross at least ten feet in front of the bus when the bus is stopped, to keep all parts of the body inside the bus, not to block the aisles of the bus, or any other misconduct while being transported to or from school or school-sponsored activities.

Drugs, Alcoholic Beverages, Performance Enhancing Substances, etc. - Possession, use or evidence of substance abuse such as Huffing, or transfer of drugs, alcoholic beverages or other illegal substances, including performance enhancing substances as defined by the Department of Community Health, in a Drug Free School Zone.

Drug Free School Zone is defined as: in, on or within 1,000 feet of real property comprising a building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational or parochial school, except those buildings used primarily for adult education or college extension courses. M.C.L. 333.7410

Ethnic/Racial Harassment - Behavior directed toward another person's racial or ethnic background that makes that person feel uncomfortable, threatened, unsafe, angry, powerless or demeaned.

Explosives, Fireworks, and Foul Substances - Carrying or possessing or placing in, upon, against or near any District property any article containing an explosive or combustible substance--including fireworks--or foul, offensive, or injurious substance or compound.

Extortion - The use of threats of physical harm, or accusation of crime or other offense, to wrongfully take money, property, or things of value from any other person.

Failure to Provide Records (to include birth certificate, immunization, vision screening, and any other records required by law) - (1) Birth Certificate: The failure to produce for inspection a certified record of birth of those entering kindergarten or enrolling in school in this state for the first time. **If the person enrolling the student for the first time does not produce either a certified copy of the student's birth certificate or other reliable proof of the student's identity and age along with an affidavit explaining the inability to produce a copy of the**

birth certificate within 30 days, the local law enforcement agency will be notified. (2) Im-

munization: The failure of a child enrolling in school in this state for the first time to submit one of the following: (a) a statement signed by a physician that the child has been immunized or protected against diphtheria, measles, mumps, pertussis, polio, rubella, tetanus, and hepatitis B (effective 2000/2001), and varicella (or history of the disease); or (b) a written statement that this requirement cannot be met because of religious convictions or other objection to immunization, or (c) a certifying statement from a physician that a specific immunization is or may be detrimental to a child's health or is not appropriate. State law permits a building administrator to admit new entrants to school with a record of having received at least one dose of each vaccine. For the student to remain in school, parents must provide the school a record showing that the student has received all of the immunizations as required by Act 368 of P.A. 1978 as amended. **(3) Vision**

Screening: The failure to submit a statement signed by a District, county, or city health department director stating that the child has passed the Department of Health preschool vision screening test, or a statement signed by a licensed medical or osteopathic physician or a licensed optometrist indicating that the child has had his eyes examined during the preschool years after age three and prior to initial entrance in school, or a statement signed by the parent or guardian to the effect that the child cannot be submitted to such tests because of religious convictions.

False Fire Alarm - Unauthorized activation of fire alarm by student.

Fighting - Participating in an altercation with another person.

Forgery - The act of making a false statement in writing using the name of another person falsifying documents or information, including but not limited to School District forms or records.

Gambling - Direct or indirect taking, receiving or accepting from any person any money or valuable thing contingent upon the result of an uncertain event.

Gang Activity - Gang activity includes but is not limited to such things as apparel, signs, writings or related activity. Gangs are groups that pose a threat to public safety and order through violence, intimidation or other illegal activities. Gang activity will not be tolerated in the Bay City Public School District.

Gross Misconduct - The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions of the program or activity under school sponsorship; the act of threats or physical violence to staff members or to other pupils; acts that pose a continuing danger to persons or property; or acts, physical or verbal, that threaten to disrupt the academic process.

Hazing - The abuse, annoyance, or harassment of another by means of banter, ridicule, or criticism.

Improper Clothing - Any attire promoting offensive messages such as obscenity, profanity, drugs, sex, alcohol, tobacco, or gang activity will be prohibited.

Indecent Exposure - The act of knowingly making any open or indecent exposure of his or her person.

Insubordination - The failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school and/or classroom rules.

Littering - The dumping, depositing, placing, throwing, or leaving of litter in and upon school property other than in receptacles set aside for such purposes.

Nuisance Devices - Cell Phones, Pagers and Beepers - Personal Communication Devices - Use of electronic communication devices are prohibited during the school day. Devices will remain out of sight and turned off during the school day. The school district is not responsible for lost, stolen or damaged communication devices. Violation will result in removal of the cell phone, pager, beeper or communication device from the possession of the student. Students violating this policy shall be subject to corrective disciplinary action as determined appropriate by the building administrator.

Obscenity/Profanity - Use of obscene, vulgar or profane language by pupils, in verbal or written form, in gestures, or in pictures or caricatures in or on any school property.

Persistent Disobedience - Repetition of the same misconduct or accumulation of instances of varied misconduct.

Public Display of Affection - Caressing, petting, fondling, cuddling, kissing.

Rape - Rape shall be defined as criminal sexual conduct as defined in the Michigan School Code Section 1311, or Michigan Criminal Code.

Sexual Harassment - Sexual harassment shall be as defined in A0400 - Sexual Harassment: "Any unwelcome communication or conduct of a sexual nature where submission to the conduct is explicitly or implicitly made a term or condition of the individual's employment or educational opportunity and/or submission to or rejection of the conduct is a factor in any decision effecting the individual's employment, and/or education opportunities, or the conduct unreasonably interferes with the individual's work performance, or educational performance, or creates a hostile or offensive environment on the basis of sex."

Smoking or Using Tobacco Products - Smoking and/or the possession of lighted tobacco in any form; chewing, possessing or transferring any tobacco products in any form in or upon any school property and/or at any school-sponsored activity, or encouraging the assembly of others for such purposes.

Technology Violations - The purpose for technology in the Bay City Public Schools is to enhance learning, to improve communication, and to improve productivity. Any other use of Bay City Public Schools computer technology is not authorized. (Please see Technology Policy in the back of this book for specific guidelines and procedures.)

Throwing Snowballs, Stones, or Other Missiles - The act of possessing, throwing or threatening to throw any snowball, ice ball, stone or other missile, in or upon school property, or while going to or from school, including any activity under school sponsorship, at the person or property of another.

Theft - The act of acquiring and/or knowingly and willfully having in one's possession the property of another without consent; stealing, receiving, or concealing stolen property.

Trespass - The willful entering upon the lands, premises or areas of the facilities of the School District without authority, or willfully being in areas of the facilities or grounds at times when such presence is unauthorized.

Truancy - Unauthorized absence from school or any required school activity for any period of time. Chronic tardiness may be considered truancy.

Vandalism - The act of willful or malicious destruction of school property or property belonging to another.

Violation of Law - Violation of any federal, state or local law.

Weapons (Dangerous) - Possession or use of dangerous weapons as defined in Sections 1311 and 1313 of the Michigan School Code as amended, meaning "a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles."

Weapons (Other) - Possession or use of other objects defined as weapons but not meeting description of "dangerous weapons" identified in Sections 1311 and 1313, e.g., knife with blade less than three inches in length, utility knife or any knife with a razor type blade.

DISCIPLINARY ACTIONS

A Summary of Disciplinary and Attendance Guidelines

Rules are only a means of providing logical minimum standards of conduct which are necessary for the preservation of a wholesome and workable educational atmosphere for learning. Violations of these standards at the schools or during events sponsored by the schools will be dealt with through discipline that takes into consideration:

1. The nature of the misconduct involved, and
2. The age of the student, and
3. The cumulative misconduct of the student, and
4. Available alternative disciplinary measures.

While the following list identifies types of misconduct and explains the standard discipline for the violations, the school reserves the right and discretion to deviate from this and impose any other available disciplinary measure, and in addition, may refer a particular incident of misconduct to the appropriate law enforcement agency or the school attorney.

MIDDLE AND HIGH SCHOOL STUDENT MISCONDUCT THAT WILL RESULT IN DISCIPLINARY ACTION AND THE RECOMMENDED PENALTY INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

ARSON: Arson in a school building or on school grounds shall result in expulsion as provided in Section 1311 of the Michigan School Code.

ASSAULT, PHYSICAL (Against School Personnel): As per state law, the board shall permanently expel a student in grade 6 or above if the student commits a physical assault, against a District employee or against a person engaged as a volunteer or contractor for the District on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. (Discipline Hearing required)

ASSAULT, PHYSICAL (Against Other Students): As per state law, the Board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault against another student on school property, on a bus or other school related vehicle, or a school-sponsored activity or event.

ASSAULT, VERBAL (Against School Personnel): As per state law, any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer or contractor for the District, or makes a bomb threat or similar threat directed at a school building, or other school property, or a school related event, shall be expelled by the Board for up to 180 days. (Discipline Hearing is required if expulsion recommendation is for 180 days.)

ASSAULT, VERBAL (Against Other Students): Administrative reprimand, up to expulsion.

BATTERY: Five days suspension.

BOMB THREAT – See **ASSAULT, VERBAL (Against School Personnel).**

BULLYING, HAZING, INTIMIDATION, HARASSMENT – Administrative Reprimand to expulsion.

BUS VIOLATIONS: Same as school punishments.

DAMAGE TO PROPERTY, LOSS OF MATERIALS, FEES/FINES NOT PAID:

Penalties as per administrative procedures and/or civil remedies.

DISORDERLY PERSON: Separation pending parent conference.

DRUGS, ALCOHOLIC BEVERAGES, PERFORMANCE ENHANCING SUBSTANCES

-- (Possession, Use, or Evidence of Use, Including Look-Alikes): Five days suspension, or three days suspension and approved counseling program.

DRUGS, ALCOHOL, PERFORMANCE ENHANCING SUBSTANCES -- (Selling):

Recommend expulsion.

DRUGS, PERFORMANCE ENHANCING SUBSTANCES -- (Selling Look-Alike Drugs):

Recommend expulsion.

ETHNIC HARASSMENT: Administrative reprimand or suspension as appropriate.

EXCESSIVE TARDINESS: Make up time.

EXPLOSIVES, FIREWORKS, AND FOUL SUBSTANCES -- (Possession or Use):

Five days suspension to recommended expulsion.

EXTORTION: Five days suspension.

FAILURE TO PROVIDE RECORDS: Administrative reprimand or suspension as appropriate.

FALSE FIRE ALARM: Ten day suspension.

FIGHTING: Three days suspension.

FORGERY: Administrative reprimand to suspension as appropriate.

GAMBLING: Confiscate paraphernalia and administer reprimand or suspension as appropriate.

GANG ACTIVITY: Administrative reprimand, parent notification, suspension as appropriate.

GROSS MISCONDUCT: Three days suspension to expulsion. If the offense occurred in a class, the student may be removed from the class.

IMPROPER CLOTHING: Change clothes if possible, and contact parent.

INDECENT EXPOSURE: Three days suspension to expulsion.

INSUBORDINATION: Administrative reprimand, up to three days suspension.

LITTERING: One hour clean up.

LOITERING: Three days suspension.

NUISANCE DEVICE: Confiscate. Administrative reprimand or suspension as appropriate.

OBSCENITY / PROFANITY: Parent notification and administrative reprimand or suspension as appropriate.

PARKING VIOLATION (Improper, Wrong Area, No Authorization): Refer to High School Handbook.

PERSISTENT DISOBEDIENCE: Three days suspension to expulsion. If the offense occurs in a class, the student may be removed from the class.

POSSESSION OR USE OF WEAPONS: Shall result in expulsion as provided in Michigan School Code.

PUBLIC DISPLAY OF AFFECTION: Administrative reprimand and parent contact; second offense, suspension.

RAPE (Criminal Sexual Conduct): Commission of rape in a school building or on school grounds shall result in expulsion as required by Section 1311 of the Michigan School Code.

RECKLESS DRIVING: Refer to High School Handbook.

RECORDS VIOLATION -- (Birth Certificate, Immunization or Vision Records Not Provided): Separation from school pending parent conference or until required documentation is provided.

SEXUAL HARASSMENT: Administrative reprimand to recommended expulsion.

SEXUAL MISCONDUCT: Administrative reprimand to recommended expulsion.

TAKING LIBRARY MATERIALS WITHOUT SIGNING THEM OUT

(Insubordination): Three days suspension.

TECHNOLOGY VIOLATIONS: Administrative warning to expulsion.

THEFT: Five days suspension.

THROWING SNOWBALLS, STONES OR OTHER MISSILES: Administrative reprimand up to one day suspension.

TOBACCO PRODUCTS -- (Possession): Confiscate and administrative reprimand up to suspension with possible ticket for Minor's in Possession.

TOBACCO PRODUCTS -- (Use: Smoking, Chewing, or Using):

On school grounds and/or within Drug Free School Zone:

First Offense: three days out of school suspension at "Project Success."

Second Offense: five days out of school suspension at "Project Success."

In the building or on the bus:

First Offense: five days out of school suspension at "Project Success."

Second Offense: ten days out of school suspension at "Project Success."

TRESPASS: Administrative reprimand up to suspension.

TRUANCY: Administrative reprimand up to suspension.

VANDALISM: Restitution plus administrative reprimand up to recommended expulsion.

WEAPONS (Dangerous): Recommended expulsion as prescribed by Section 1311 and 1313 of Michigan School Code.

WEAPONS (OTHER): Five day suspension up to expulsion.

WRITING ON OR DEFACING LOCKERS OR WALLS: Restitution and/or other administrative remedy as appropriate.

Special Notes Regarding Intermediate and High School Students:

1. The student should be aware that school penalties are separate and distinct from potential law enforcement consequences. The District may also refer appropriate matters to law enforcement authorities for criminal or juvenile proceedings. Where required by law, for

possession or use of a dangerous weapon, arson or rape, such referral to law enforcement authorities will be automatic. Per Section 1308 of School Code, all incidents of crime and expulsions will be reported to Michigan Department of Education.

2. If discipline length exceeds the number of days left in the school year, the discipline will carry over to the next school year.
3. Where expulsion of a student is for weapons possession, criminal sexual conduct, or arson, the School District shall refer the student to the Family Independence Agency or Community Mental Health Agency. In addition, any student who brings or uses a firearm or weapon on school grounds shall be referred to the local law enforcement agency having jurisdiction, juvenile authority, and parent.
4. When a student is suspended from the Career Center following appropriate disciplinary procedures, he/she will also be suspended from the home school; and any student suspended from his/her home school is suspended from his/her total program, including the Career Center assignment.
5. If a suspended student is taking Driver Education and receives a short suspension for a violation other than truancy, he/she may be allowed to attend driver training sessions.
6. More detailed information regarding due process expectations and appeal procedures, is available through the individual school offices or the Student Support Services Office.

LAW ENFORCEMENT

A. Investigation

Law enforcement officers may be allowed access to students during school hours, in and upon school property, for purposes of investigation of crimes. Juveniles and children are, however entitled to procedural safeguards determined by the requirements of each situation. What constitutes due process of law must be determined by the facts and circumstances of each case. Such access to students shall include, but not be limited to, the following procedures:

1. Law enforcement officers shall advise, upon request of administration, the duly authorized building administrator of the student or students to whom they desire to have access and the general purpose of the investigation. Law enforcement officers should advise whether the student is a "suspect" or merely a "witness." If in the course of the investigation a "witness" becomes a "suspect," the building administrator shall be so notified and if at all possible, he/she will notify and so advise the parent or legal guardian.
2. If at all possible, prior to custodial interrogation (questioning of a student considered to be a suspect) or upon arrest of a minor student, the parent or legal guardian of the student will be notified immediately by telephone by the building administrator or his/her designee. If phone contact is not possible, written notice will be mailed by the building administrator or his/her designee on the day of the investigation.
3. Access to students shall be limited so as not to disrupt the educational process, interrupt classes or embarrass or unreasonably draw attention to students.
4. Questioning of a student, within a school, by law enforcement officers, shall ordinarily take place privately, outside the presence of any other students. Any questioning at the request of law enforcement officers, must take place in accordance with Board policy.

B. Student Arrest

In the event that a student arrest becomes necessary during the school day and on school property, the following guidelines are to be followed:

1. The police shall notify the building administrator of the impending arrest.
2. The Superintendent, or designee, shall be immediately notified by phone of the student arrest.
3. The building administrator shall make an attempt to notify the parent(s)/guardian of the pending arrest. (See A-2 above.)
4. An administrator shall accompany the arresting officer to the classroom and request the student to come into the hallway to be turned over to the arresting officer.

RESPONSIBILITIES AND LIMITATIONS

A. Search and Seizure

The right of inspection of students' lockers, desks, or articles carried upon their person or in personal property either in or on school premises, is inherent in the authority granted boards of education and school administrators in order to safeguard the health and safety of all students, to promote the safety and security of all persons and their property, to enforce reasonable rules and regulations approved by the Board, and to maintain an atmosphere conducive to enhancing the educational process.

It is the goal of the Bay City Public Schools to provide a safe learning environment for students. Students are advised that it may be necessary for the administration or staff to search a student or vehicle on school property if there is reasonable suspicion or cause to believe that a student is in possession of an illegal object or substance, including but not limited to weapons, controlled substances (drugs), counterfeit substances or drugs or property not belonging to the student. Search of a student or vehicle will ordinarily be limited to that necessary under the circumstances to respond to the information available and the least intrusive possible to confirm or disprove the belief. Students are also advised that administration may utilize outside resources to ensure safety and check for regulated substances or objects including such recourses as metal detectors, trained scent dogs or similar resources.

Illegal controlled substances, drugs or look alike drugs, or illegal objects will be turned over to the appropriate authorities. Students will be disciplined in accordance with the District policy, regulations and handbook. Such policies and procedures are subject to review and revision by administration and the Board of Education. Disruptive, unruly or uncooperative students when appropriate will be referred to the appropriate law enforcement agency.

Although school authorities will respect the rights of the student in his/her locker and property, it should be made clear to all students that lockers are the property of the School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Lockers are assigned to students for purposes of storing supplies, clothing, coats or other items essential to the formal educational process and their physical well-being.

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. Searches of school property, such as lockers, desks, physical education lockers, athletic lockers, etc., may be conducted at any time.
2. Illegal items (firearms, weapons, controlled substances, stolen property, etc.), or other possessions reasonably determined to be a threat to the safety or security of the school or of others may be seized by school authorities.
3. Locker inspections may be carried on by administrators for the purpose of ensuring cleanliness, return of library books and other school-owned materials.
4. Vehicles parked upon school property are subject to this policy, and administrative regulation regarding search and inspection.
5. The school retains the right to conduct searches in emergency situations, such as bomb threats or a belief that there are weapons or dangerous materials on the premises.
6. Items seized or confiscated may be returned to the student at the end of the school day at the discretion of the building administrator if in his/her judgment such items do not impose danger to the student or others who may come in contact with him/her.

The Superintendent shall be responsible to establish guidelines for inspections and searches.

B. Freedom to Publish

1. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.
2. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among

their fellow students within the schools must assume responsibility for the content of such publications.

3. Libel, obscenity and profanity are prohibited in all publications.
4. Unauthorized commercial solicitations will not be allowed on school property at any time. An exception to this rule will be the sale of non-school-sponsored student newspapers published by students of the District at times in places as designated by the school authorities.
5. The distribution by students in school buildings or on school grounds of material the content of which reflects the special interest of an organization is prohibited unless it has prior approval of the building administrator.

C. Freedom of Speech and Assembly

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Obscenities and profanity are prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the building administrator.
3. Students have the freedom to assemble peacefully. Conducting demonstrations which interfere with the operation of the school or classroom is prohibited.

D. Dress and Appearance

The District believes that decorum in student dress and appearance is the responsibility of the parent. It is assumed, therefore, that the way a student appears in school has the sanction and approval of the parent. The following minimum standards are established:

1. Reasonable cleanliness of person and wearing apparel is expected. This is a matter of health and consideration of the students and staff.
2. To avoid injury to feet and to curtail the possibility of disease, footwear shall be worn.
3. Students shall not wear clothing or hair styles that can be hazardous to school property, themselves, or other students in school activities such as shop, lab work, physical education, swimming, art, etc.
4. Personal dress and grooming practices shall not create a disruption of the learning process.
5. There may be cases where individual sponsors, directors, or coaches may require, because of certain activities, a more rigid dress and grooming policy.
6. The student handbook will explain the specific dress attire

School-Owned Textbooks and Other School Supplies and Materials

Students and parents of an unmarried student who has not reached 18 years of age, not having been declared emancipated by a court of law, living with his/her parents, will be held responsible for and charged for damage to books and other school supplies and materials, over and above ordinary wear and tear, and for the loss of such books, supplies, and materials loaned to students for their use.

Critical Incident Response Team

The District Critical Incident Response Team may meet with students following a crisis during the course of a school year.

Access and Maintenance of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides for and governs the access to student education records by parents and legal guardians of students who have not reached 18 years of age and are not attending an institution of post secondary education, students who have reached 18 years of age or are attending institutions of post secondary education (adult students), and certain other persons. In order for a parent or legal guardian or an adult student to gain access to education records, they must first obtain written consent from the adult student. **According to the Revised School Code, (380.1137a of 2000), if the district has received a personal protection order prohibiting a parent from having access to infor-**

mation concerning the pupil, the district shall not release student information to the parent who is subject to the personal protection order.

Education records which are available for examination include all records, files, documents, including disciplinary records, and other materials which contain information directly related to the student. However, such education records do not include the following: observations or notes made by a teacher, counselor, or administrator which are in the possession of the maker and not communicated to other persons except a substitute; employee personnel records; certain medical records; and law enforcement records created and maintained by a law enforcement unit working in the schools.

Education records will not be made available to anyone other than the parent, legal guardian (both parents, custodial and non custodial, are guaranteed equal access to student information unless the school has evidence of a court order revoking these rights), or adult student without the express written consent of the parent, legal guardian or adult student, except: (1) to teachers or school officials of this School District who have a legitimate educational interest in examining such records; and (2) to school officials of other school systems in which the student intends to enroll; and (3) to certain federal and state agencies and officials thereof; (4) in connection with a student's application for financial aid; (5) in cases where the school district is bringing legal action against a parent or student and the records are relevant to the action being pursued; and (6) in cases where a parent or student is suing the district and the records are relevant to the district's defense.

Information which includes but is not limited to a particular student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photos of students, and the most recent educational institution attended by the student are designated as directory information and may be made public unless the parent, legal guardian or adult student informs the Director of Student Support Services, Bay City Public Schools, 910 N. Walnut, Bay City, MI 48706, telephone 671-8121, in writing, which directory information is not to be made public. Individuals requesting directory information must present a written request to the Director of Student Services listing a reason for the request. A response to the request will be made within 3 days. The district must provide at least the same access to the high school campus and to pupil directory information as is provided to other entities offering educational or employment opportunities (unless parent/guardian or 18 year old student denies access as stated above) to official recruiting representatives of the armed forces of the United States, and the service academies of the armed forces of the United States for the purpose of informing pupils of educational and career opportunities available. Medical information may be shared with staff who have direct contact with students on an as-needed basis.

According to FERPA law as amended, student records may disclose information from education records without the consent of parents in response to subpoenas or court orders. A school official must make a reasonable effort to notify the parent before complying with the subpoena unless the subpoena is issued to enforce a law and specifies not to notify the parent. In emergencies, school officials can provide information from education records to protect the health or safety of the student or others. Parents have the right to review the education records of their children. In order to examine the student's education records, a written or verbal request must be directed to the administrator of the school. The building administrator will then provide the parent, legal guardian or adult student access to the student's education records within 45 days of such request.

Should the parent, legal guardian or adult student wish to challenge the content of the student's education records, an appeal to this effect shall be directed to the building administrator. Informal means to settle disputes regarding the contents of the student's education records should be pursued. (This provision does not apply to grades and educational decisions about children that school personnel make.) However, in the event such informal proceedings are unsatisfactory to either party, then a request for a formal hearing shall be directed to the Director of Student Support Services, Bay City Public Schools, 910 N. Walnut St., Bay City, Michigan 48706, telephone 671-8121. School officials conducting proceedings challenging the contents of the student's education records shall be guided by the principle that students' education records should not include false, incorrect, or otherwise harmful entries found not to be factual. In the event the school official conducting the hearing cannot resolve the complaint, the parent, legal guardian or adult student has the privilege to make a written

statement for placement in the student's education records objecting to or clarifying the alleged inaccuracy. Such a written statement shall be signed and dated by the party making the statement.

Should a parent, legal guardian or adult student desire copies of the student's education records, there will be a twenty-five cent per page reproduction charge; in case of a transcript of credits, they will be provided for a reasonable fee.

The Family Educational Rights and Privacy Act may be modified or amended, and this policy is expressly subject to such changes, and the District is committed to full compliance with such Act.

Inquiries relating to student records should be directed to the building administrator or the Superintendent or his/her designee, 910 N. Walnut St., Bay City, Michigan 48706, telephone 671-8121. (See also H5030 - Freedom of Information Act - Policies for Implementation and J7900 - Cumulative Student Records.)

ATTENDANCE POLICIES

The Board of Education believes that if students are to receive the best education possible, they must be in daily attendance. Attendance in the classroom helps to instill concepts of self-discipline and exposes students to group interactions with their teachers and other students. Participation in class instruction, discussion, and other related experiences are appropriate educational expectations.

Student attendance in class is a critical component in the learning process. Absence and tardiness adversely affect achievement, grade, and credit. Good attendance develops punctuality, dependability and self-discipline required for future success. Therefore, to encourage student attendance **for each semester**, the following policy has been developed:

ABSENCE DEFINITIONS

1. Extenuating Circumstances (EC)—An absence described below. All EC's **will not** be used when implementing this attendance policy.
2. Parent Called (PC)—An absence from class in which the parent has called within 48 hours to notify the school of their child's absence. These absences **will** be used in the calculation and implementation of the attendance policy.
3. Absence (A)—Any other absence from class not covered by an EC or PC. These absences **will** be used in the calculation and implementation of the attendance policy.

EXTENUATING CIRCUMSTANCES FOR ABSENCES (EC)

Regular attendance is expected. However, it is recognized that students may not be able to attend classes for a variety of reasons. These extenuating circumstances (EC) will not be calculated as missed classes when implementing the attendance policy. In order to verify an EC, parents must call and report/document each student absence to the attendance secretary. Failure to do so will result in the absence being recorded as an absence and will be calculated when implementing the attendance policy. The following is a list of accepted reasons to miss class.

- EC1. Doctor appointments accompanied by a doctor's note, hospitalization or a serious illness of 3 or more days with a doctor's excuse will not be used when implementing this attendance policy.
- EC2. School-authorized absences (i.e., field trips, athletic trips, counselor appointments, student government meetings, emergencies approved by the building administrator).
- EC3. Separations or suspensions from school.
- EC4. Death in the immediate family.
- EC5. Religious observances.
- EC6. Other circumstances as approved by building administrator. NOTE: When building administrator determines EC's are excessive, documentation of reason for absences will be required. If documentation does not support the EC, the absence will become a PC absence, and the attendance procedures will be followed.
- EC7. Absence was turned into an EC by completing After-School Make-Up Session.

LEVEL 1

After 6 missed class sessions (except for extenuating circumstances (E1 to E7)), the parent will receive a letter indicating 6 missed class sessions. The counselor and administrator will receive notification (via e-mail or memo). The administration will mail letter explaining Level 1 of the attendance policy.

LEVEL 2

After 8 missed class sessions (except for extenuating circumstances (E1 to E7)), the parent will receive a letter indicating 8 missed class sessions with a warning that the next absence will lower the student's semester grade by one-third of a letter grade. (Violation of the Attendance Contract)

VIOLATION OF ATTENDANCE CONTRACT

For each subsequent absence (except for extenuating circumstances (EC)), the student's final, semester grade will be lowered one-third of a grade, i.e. final semester grade of an A- is reduced to a "B+; B- to C+, etc. If missed class sessions continue, the grade could eventually become an "E" where the student does not receive any credit.

In an attempt to assist students in being successful, if the Attendance Contract is violated, the student will be assigned an after school make-up session to begin 10 minutes at the conclusion of the last class of the day. **Students must be on time and remain for the entire session to receive credit for attending.** The student is expected to bring in materials and assignments to complete. If the student attends this assigned session, the last absence will become an EC, and the grade will not be reduced. If the student does not attend this assigned session, the grade reduction will occur. Each time the Attendance Contract is violated, the parents and student will receive a letter informing them and the date and time of the assigned make-up session. This procedure will occur each time the Attendance Contract is violated for the length of the contract.

PARENT NOTIFICATION SUMMARY

Parents will be contacted by Phonemaster for each absence. Further, parents will be notified each time a student reaches Level 1 or Level 2, and the Attendance Contract according to the Attendance Policy, above. Further, a letter will be mailed home each time the Attendance Contract has been violated.

APPEAL

If a student violates the Attendance Contract, a Parent Notification Letter will be mailed home, and the procedure stated above will be followed. Should a student or parent feel there are reasons the grade reduction should not be imposed, the student or parent has the right to request an appeal by notifying the Administrator within 7 school days after receiving the Attendance Contract violation letter. The student, with the parent /guardian, shall address the Attendance Appeal Board with documented evidence to support the appeal.

ATTENDANCE APPEAL BOARD

The Appeal Board will consist of:

- Two teachers and one administrator will serve on the Appeal Board. There will be a need to identify teachers each hour who are willing to serve on the Appeals Board.

GUIDELINES FOR APPEAL HEARING

- It is recommended that the Appeal Board confer with the teacher who has the student violating the Attendance Policy.
- A copy of the student's overall attendance record will be provided for the Appeal Hearing. Multiple contract violations may be consolidated into one Appeal Hearing.

STUDENT RESPONSIBILITIES:

1. Be prompt and regular in attendance.
2. Be aware of the importance of regular school attendance and understand that much of the classroom participation cannot be made up. Achievement may suffer, even to the point that the class requirements cannot be met, credit for classes is lost, and grade point average is reduced.
3. Report to the attendance office and obtain a check-out slip when leaving the building once the school day has begun. Any student arriving to school late or once the school day has begun, must report to the attendance office and obtain a class admit slip.
4. Secure and complete any missed assignments. It is the **responsibility of the student**, not the teacher, to see that missed work is made up and turned in promptly. Students will be allowed two class periods for each day of absence up to a maximum of two weeks to make up missed assignments. It is the responsibility of the student to request missed assignments.
5. Realize that exemplary attendance will be recognized and rewarded.

Parent Responsibilities:

1. Send the child to school each day on time and in good health.
2. Call the school when the child is absent. A call confirming and authorizing the absence should be made within 48 hours of the absence. (If no phone call can be made, send a note verifying dates and reasons for absences upon the child's return to school.)
3. Schedule appointments, such as medical and dental, after school hours when possible.
4. Consult with the school staff when in doubt about school attendance procedures, or the child's attendance patterns.
5. Be aware of the child's attitudes and feelings about school that may adversely affect his/her attendance.
6. Understand that absences will affect achievement and may affect credit.
7. Understand that vacations that take students out of school are discouraged and will/may affect a student's attendance records and semester grades. Absences related to vacations will be a PC absence and not considered EC. These absences will count when implementing the attendance policy.

Teacher Responsibilities:

1. Keep daily record of attendance and tardiness and the reasons for absence of each child in an attendance book. (In the high schools and middle schools, reasons are logged by the Attendance Office).
2. The first (15 minutes) of Seminar time on Tuesdays will be frozen. The teacher will meet and discuss individually the attendance issues with individual students during seminar who have 6 or more absences.
3. Refer attendance problems that are of a serious nature to counselor or building administrator.
4. Be aware of attitudes and feelings that may adversely affect the child's attendance.
5. Provide opportunities to students to complete missed assignments as outlined in grading policies and procedures. (*See 16385 - Grading, Reporting System and 16390-P - Grading, Reporting System Procedures.*)
6. Provide requested information to counselors and/or administrators.
7. Discuss Attendance Policy with all classes at the start of each marking period.

Counselor Responsibilities:

1. Inform parents and students of attendance expectations and procedures.
2. Provide counsel with parents and/or student upon referral from the child's teacher or counselor.
3. Utilize special services personnel when advised.
4. Present awards and recognition for exemplary attendance.

High School Attendance Procedures:

Attendance is recorded for each class, each day at the high schools. Appropriate marks will be used to distinguish between an Extenuating Circumstance absence (EC), a Parent Called absence (PC), and an absence (A). The attendance procedures have been developed to be consistent with the following guidelines:

- Attendance procedures shall be enumerated in Student Handbooks and considered Administrative Procedures. Any and all changes will be forwarded to the Board pursuant to Board Governance rules. *(See B1570 - Administrative Rules - Development and Board Review.)*
- The building plans must be consistent with the Educational Philosophy of the District. *(See A0120 - Educational Philosophy and Beliefs.)*
- The building plans must be consistent with the Belief Statements of the District *(See A0120 - Educational Philosophy and Beliefs.)*
- The building plan must be consistent with the current guidelines on Grading and Reporting. *(See 16385 - Grading, Reporting System and 16390-P - Grading, Reporting System Procedures.)*
- The building plans must be consistent within a department; integrated within the building.
- The difference between an Extenuating Circumstance (EC), Parent Called absence (PC), and absence will be indicated when a student's absence is recorded.
- The building plan must distinguish between students who have been absent and who have made up missed work, and students who have been absent and who have not made up missed work.
- In the review of class goals and expectations during the first week of school, each teacher will include attendance and the consequences of absences and lack of make-up work. Further, each teacher will review the attendance policy at the beginning of each marking period.
- All staff will model attendance and punctuality in their own behavior.
- The building plan must consider the issue of tardiness to class. After ten minutes, the tardy will become an absence. Refer to building handbook for specific discipline on tardiness.
- For absences related to Seminar and Connections, please refer to building handbook.

Missed Assignments/Homework

Students will be allowed two class periods for each day of absence up to a maximum of two weeks to make up missed assignments. **It is the responsibility of the student to request missed assignments.**

Closed Campus

Once the student arrives at school and classes begin, the school becomes a closed campus. The only exception is the student's assigned lunch break. The student may then leave campus for the lunch period. Students may not leave school campus during class passing times or during classes unless the student has been cleared to leave through the Attendance Office. Any student found off campus while school is in session, except during the student's lunch period, is violating the closed campus policy. Violation of this policy will result in: first offense—one (1) day in house suspension and second offense will be three (3) days out of school suspension. Further violations would be classified as Persistent Disobedience and the discipline would fall into that classification.

Middle School Attendance Procedures:

1. When a student has accumulated three (3) unexcused or more than 10 excused absences in a given class within a semester, teachers will review absences in their team. If there are no extenuating circumstances, the teacher will make a reasonable attempt to contact the parent or guardian by phone to inform the parent of the student's attendance record and counsel the parent on the importance of attendance. The phone call will be documented in the student's file. If the teacher is unable to reach the parent or guardian by phone, a letter will be sent from the team to the parent or guardian and a copy will be placed in the student's file (Letter #1).
2. When a student has accumulated six (6) unexcused or more than 13 excused absences within a semester in any given class, and there are no extenuating circumstances, the teacher will contact the counselor, who will review the student's attendance record with the student.
3. When a student has accumulated nine (9) unexcused or more than 16 excused absences within a semester in any given class, and there are no extenuating circumstances, a parent conference will be requested and an action plan developed with the counselor which prescribes what will occur if absences persist. A copy of the action plan will be placed in the student's file.
4. When a student has accumulated ten (10) unexcused or more than 17 excused absences, and there are no extenuating circumstances, the student may be referred to the district Attendance Officer for consideration and action. Letter #2 will be sent to the parent or guardian, the district attendance officer, and a copy will be placed in the student's file.
5. Unauthorized absences are not allowed; such unexcused absences are deemed to be insubordination, and the consequences of such shall be:
 - First unexcused absence — warning, detention, and parent notification.
 - Second unexcused absence — detention, written reprimand for insubordination, and notification to the parent.
 - Third unexcused absence — two-day in-school suspension, plus detention and a parent conference.
 - Fourth unexcused absence — three-day out-of-school suspension and possible referral to district Attendance Officer.
6. A student is deemed to be tardy when he/she arrives late to **CLASS**. The first incident of tardiness will result in a warning to the student. Subsequent incidents will be dealt with by building administration in such a way as to reduce and eliminate tardy behavior on the part of the student. Efforts will be directed toward both the student and parent(s), including use of the district Attendance Officer.

Student Intimidation – Harassment – Bullying – Hazing J-7315

The Bay City Public School District is committed to providing an atmosphere conducive to learning, and free of intimidation, fear, harassment, hazing, and student bullying. To that end, all members of the Bay City Public Schools community shall be committed to promoting a positive school atmosphere that fosters learning and provides a safe and fear free school environment.

The superintendent and/or designee shall develop administrative regulations and programs that will increase awareness of the problem of student intimidation, harassment, hazing, and bullying, and shall train and provide in-service to teachers and staff to effectively intervene if student intimidation, harassment or bullying is found to be present in the school environment.

Individual buildings shall provide insight and information to members of the community to avoid and conduct that could be deemed intimidation, harassment, hazing, bullying or threatening to the school environment. Students shall be advised that any conduct that could be construed as intimidation, harassment, or bullying is unacceptable.

Bullying, Intimidation, Harassment, Hazing may be defined as the infliction of physical, verbal, written, electronically transmitted or emotional abuse, or physical, verbal or emotional attacks upon the person or property of another which could include: verbal taunts, name-calling and put downs, Religious, ethnically, gender based, or sexual orientation put downs, extortion, threats or similar conduct.

Such conduct is prohibited and students who engage in acts of intimidation, hazing, assault, threats or bullying while at school, or at any school function, in connection to or with any district sponsored activity or event, or while engaged in route to or from school, may be subject to disciplinary action according to the Student Code of Conduct. Such conduct may result in the intervention of or reporting to law enforcement officials.

It shall be the obligation of all members of the school community to report incidents of intimidation, harassment, hazing, and bullying to the appropriate administrator or other staff member.

Suspension by Teacher from Class, Subject, or Activity J7350

In accordance with Michigan Revised School Code (MCLA 380.1309), a teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject or activity from which he/she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers so long as the student's conduct does not rise to the level of requiring a multiple-day suspension or expulsion in accordance with Board of Education policy. (See J7310-P – *Rights with Responsibilities in the School District.*)

Teachers shall immediately contact parents to advise of such suspension and to request a parent/teacher conference. Teachers shall document such suspension and prepare an appropriate written report of same, which shall be available for administration and the student and/or his/her parent or guardian. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests.

J7480 Due Process Rights

The Board protects the constitutional rights of the individual through due process of law and will follow legally sound procedures in the administration of discipline. (*See also J7310-P - Rights with Responsibilities in the School District of the City of Bay City.*)

J7500 Drug Abuse

Substance Abuse Policy

There are three different identifiable drug abuse problems in the school, and these will be dealt with in three separate procedure statements:

1. The student who is using drugs and refers himself to a staff member for help.
2. The student who is using drugs in the school, but does not recognize their use as a problem to himself or the school.
3. The student who is selling or providing drugs to others.

It is conceivable a single student could fall into all three categories. This often is not the case, and the procedure for dealing with each situation should be different. In all cases it is imperative the professional adhere to the following appended administrative guidelines.

The primary responsibility of the school is to counsel and to educate the youth who are its clients. With the power of the school to compel and influence attendance goes a strong obligation to protect the young, who are under its control, from danger. Any flow of illicit drugs in the school poses a threat to safety of the students under its care. Because of this danger, the schools must make every reasonable effort to interdict drugs in the school setting while at the same time maintaining the trusting atmosphere necessary for students to learn and teachers to teach. Undue emphasis on apprehending offenders may well destroy what we set out to preserve. The effort to prevent the flow of drugs at school is for the protection of the students and not primarily for the apprehension of offenders.

A. Criteria for determining the user.

1. Student refers himself to a staff member for assistance.
2. The student is under the influence of some substance in the school as evidenced by some deviation from his normal behavior.
3. The student possesses a drug such as a pill in such small amount indicating it is for his own use.

B. Criteria for determining the student distributor of illicit drugs.

1. The student has in his possession a quantity of substance beyond what could be expected for his own use.
2. Evidence is submitted that an exchange has taken place.

Drug Abuse Procedures J7520-P

A. Procedures for dealing with the **self-referred user**.

1. The secondary school student's parents should not be contacted without the student's consent unless the administrator feels the student's health is in immediate danger. The counselor (the professional who is working with the student), however, should encourage the student to either allow him to involve the parents, or the student himself tell the parents of the problem.
2. The counselor (the professional who is working with the student) will notify the building administrator that he is working with the student.
3. No contact with the police to be made unless required by law.
4. Confidential records shall be kept for the purpose of counseling and referral. These records shall be kept separate from the student's CA 39 file.

M.C.L.A. 333.6121 - The student may be treated for this problem in complete confidence as spelled out in Article 6 (Substance Abuse) of the Public Health Code of 1995 as follows: Minors' consent to care and treatment; disclosure; liability for services provided:

(1) The consent to the provision of substance abuse related medical or surgical care, treatment, or service by a hospital, clinic or health professional authorized by law executed by a minor who is or professes to be a substance abuser is valid and binding as if the minor had achieved the age of majority. The consent is not subject to later disaffirmance by reason of minority. The consent of any other person, including a spouse, parent, guardian, or person in *loco parentis*, is not necessary to authorize these services to be provided to a minor.

(2) For medical reasons the treating physician and on the advice and direction of the treating physician, a member of the medical staff, or a hospital or clinic or other health professional may, but is not obligated to, inform the spouse, parent, guardian, or person in loco parentis as to the treatment given or needed. The information may be given to or withheld from these persons without consent of the minor and notwithstanding the express refusal of the minor to the providing of the information.

(3) A spouse, parent, guardian, or person in *loco parentis* of a minor is not legally responsible for service provided under this section.

The act further defines a "minor" as "an individual 14 or more years of age and less than 18 years of age."

B. Procedure for dealing with the user, i.e. in possession of drugs or under the influence.

1. If the student's life is in danger, as may be the case under No. 1 above, parents should be contacted immediately and the student taken to the appropriate health care facility.
2. If the student's health is not a concern, and the student is found to be in possession of drugs or under the influence the administrator shall:
 - (a) contact the appropriate law enforcement agency to make a formal report, and
 - (b) give a five days suspension or three days suspension and approved counseling program and
 - (c) contact the student's parents by phone.

C. Procedure for dealing with the distributor of drugs.

1. The appropriate law enforcement agency shall be notified.
2. Parents are notified.
3. Administrators may confer with the student, with his/her parents, and/or adult advisor.
4. The appropriate director shall be notified.
5. If it is determined by the school administrator that the student has sold, exchanged, distributed, or given away any illicit substance on school property, the administrator will follow procedures in *J7310P - Rights with Responsibilities*.
6. Expulsion proceedings may be initiated if the offense was serious and/or egregious enough to merit same.

D. In all cases, it is imperative that school personnel adhere to the following guidelines:

1. Keep accurate, objective records of all proceedings.
2. Keep all information in strictest confidence.
3. Make judgments which are in the best interest of the student.
4. When an administrator feels that a student's health is in immediate danger, the student's parents should be notified and he should be taken to an appropriate medical facility.

J7530 Students of Legal Age

Every student 18 years of age or older shall be deemed to have attained the age of majority.

Such students, like all other students, shall comply with the rules established, pursue the prescribed course of study, and submit to the authority of teachers and others in authority over them.

Alcohol or Drugs. The use, possession, or distribution of alcohol or drugs in the building, on school grounds, or at school-sponsored activities is prohibited. Students under the influence of either shall be subject to disciplinary procedures. The parent or guardian will be notified in the event of an offense unless the student who has attained the age of majority refuses parental participation. In any event, the school administration shall contact the appropriate law enforcement agency to take a formal report.

J7610 Corporal Punishment

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student.

The use of corporal punishment in any form is strictly prohibited in the public schools. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel. Permission to administer corporal punishment will not be sought or accepted by any parent, guardian, or school official.

School personnel may, however, use physical force against a student when it is essential for self-defense, the protection of the other persons, the safeguarding of public school property, or the preservation of order.

Communicable Diseases J7750

The Board authorizes the building administrator to temporarily suspend pupils from school when a contagious disease threatens the health and well-being of other children or staff.

Head Lice - Administrative Guidelines J7760-G

A head lice infestation can pose a problem for a student or staff member regardless of socioeconomic status, hair length, or personal hygiene. Unless untreated, head lice does not pose a major health concern other than personal discomfort.

Procedures for Dealing with Specific Cases of Head Lice

When a student is suspected of having head lice, the following procedures will be applied:

- Head inspections will be done by the building administrator or his/her designee.
- If evidence of infestation is found, the student infested will be excluded from the classroom, and the parents/guardians will be notified to pick up the student from school.
- The school will provide the parent/guardian with a written notification and suggested guidelines. The student may return to school the next day, provided they have been treated, and no lice or nits exist in the child's hair.
- When head lice is a concern in a particular classroom, the school will send home written notice to all parents of children in that classroom. At times, it may be necessary to conduct student-by-student head inspections to determine the extent of the head lice problem.
- A re-check of student's hair may be performed before student is admitted back to the classroom.
- Students who have a chronic head lice problem may be referred to the Bay County Health Department or other human service agency for evaluation of the problem.

Bicycle Use J7810

See Board Policy

E3185 **Conduct on School Buses**

While the School District provides transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus—and only at that time—does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. (*See also J7310 – Rights with Responsibilities.*)

E3187-R **Conduct on School Buses – Rules of Behavior**

1. Pupils shall obey the bus driver at all times.
2. Pupils shall remain well back from the roadway while awaiting the arrival of the bus and refrain from throwing things or playing at a bus stop.
3. Pupils shall enter the bus in an orderly fashion and go directly to an assigned seat and remain seated until the destination is reached.
4. Younger pupils should be permitted to enter first.
5. Pupils shall wait until the bus has come to a complete stop before they attempt to enter or leave. They should remain seated until the bus stops.
6. Pupils shall keep their hands, arms, and heads, inside the bus.
7. There shall be no shouting, roughhousing or throwing things on the bus.
8. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
9. Pupils shall be expected to help keep the bus clean, sanitary and orderly. Containers for refuse are provided.
10. The emergency door must be used for emergency exit only. Children shall not touch safety equipment on the bus.
11. Pupils who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus far enough ahead of the bus so that the driver may adequately observe them. This means that the child should be able to see the face of the bus driver. The driver shall hold his/her bus with warning lights flashing until crossing has been completed.
12. There shall be no profanity or obscene language used at any time on school buses.
13. There shall be no possession or use of tobacco products at any time on school buses.

There are some additional expectations, not subject to penalty, which should be noted:

1. Older pupils should help set an example of orderly and reasonable behavior.
2. Pupils should report to the driver any damage and unsafe or unclean situations on the bus.
3. Pupils should be on time at the designated stop. The bus will not wait.
4. Pupils should inform the driver when they expect to be absent from school.

Penalties shall be applied as defined and explained in J7310-P – Rights with Responsibilities

Conduct at Bus Stops – Parent Responsibility E3188-R

The primary responsibility for the application of the following rules rests with the parent. The schools will assist parents in any way possible.

1. Pupils will leave home in time to arrive at the bus stop about 5 minutes before the bus is due. (Unless there are unusual weather conditions or the bus has an emergency problem, the established schedule should be very accurate on a daily basis.)
2. Pupils should walk to the bus stop on the left shoulder off the road facing traffic.
3. Pupils should wait for their bus off the traveled portion of the roadway.
4. Pupils should conduct themselves with courtesy and consideration for others and others' property while waiting for the bus. DO NOT: fight or bully other students, throw snowballs or other objects at vehicles, destroy any property, trespass on private property, obstruct the road, tailgate (run after or slide behind) a moving vehicle.
5. Pupils shall cross the road in front of the bus, not behind it.
6. Pupils will board the bus from a single file line. DO NOT: push, shove, cut in line, approach a moving bus.
7. Pupils should be considerate of smaller children who are waiting.
8. Pupils, when returning home, shall leave the bus in an orderly manner and proceed from the bus stop with the same kind of conduct that is expected at the boarding.

Compulsory Attendance Ages J7030

All children between the ages 6 and 16 shall be required to attend school. A child becoming 6 years of age on or before December 1 shall be enrolled on the first day of the school year which his sixth birthday occurs. A child becoming 6 years of age after December 1 shall be enrolled on the first school day of the year following the school year in which his sixth birthday occurs.

Upon recommendation of the school psychologist, special exceptions may be made for under-age pupils, including those who transfer from first grade and kindergarten programs of other school districts.

(Revised School Code, Section 1561.)

APPENDIX A.

Rule 380.1313 Dangerous weapon found in possession of pupil; report; confiscation by school official; determination of legal owner; "dangerous weapon" defined.

Sec. 1313. (1) If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is enroute to or from school on a school bus, the superintendent of the school district or intermediate school district, or his or her designee, immediately shall report that finding to the pupil's parent or legal guardian and the local law enforcement agency.

(2) If a school official finds that a dangerous weapon is in the possession of a pupil as described in subsection (1), the school official may confiscate the dangerous weapon or shall request a law enforcement agency to respond as soon as possible and to confiscate the dangerous weapon. If a school official confiscates a dangerous weapon under this subsection, the school official shall give the dangerous weapon to a law enforcement agency and shall not release the dangerous weapon to any other person, including the legal owner of the dangerous weapon. A school official who complies in good faith with this section is not civilly or criminally liable for that compliance.

(3) A law enforcement agency that takes possession of a dangerous weapon under subsection (2) shall check all available local and state stolen weapon and stolen property files and the national crime information center stolen gun and property files to determine the legal owner of the dangerous weapon. If the dangerous weapon is a pistol, the law enforcement agency also shall check the state pistol registration records to determine the legal owner. If the law enforcement agency is able to determine the legal owner of the dangerous weapon, and if the legal owner did not knowingly provide the dangerous weapon to the pupil or lawfully provided the dangerous

weapon to the pupil but did not know or have reason to know that the pupil would possess the dangerous weapon while in attendance at school or a school activity or while enroute to or from school on a school bus, the law enforcement agency shall send by certified mail to the legal owner a notice that the agency is in possession of the dangerous weapon and that the legal owner has 90 days from receipt of the notice to claim the dangerous weapon.

(4) As used in this section, “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

APPENDIX B.

PELLET GUNS ACT 189, P.A. 1959

M.S.A. 2.212 (20) (MCL 8.3t, 1979) Statutes; definition: firearm

The word “firearm” except as otherwise specifically defined in the statutes, shall be construed to include any weapon from which a dangerous projectile may be propelled by using explosives, gas or air as a means of propulsion, except any smooth bore rifle or handgun designed and manufactured exclusively for propelling BB’s not exceeding .177 caliber by means of spring, gas or air.

The above definition causes pellet pistols to come within the statutory definition of firearms and it is therefore necessary that a person must obtain a permit to purchase and present them to proper authorities for safety inspection certificates. A permit must also be obtained from a concealed weapons licensing board to carry such pistols concealed on the person or in a vehicle.

In the event any of these pistols fail to have a serial number stamped on them it will be necessary that the owner or seller submit the pistol to their local law enforcement agency who will contact the Michigan State Police Firearms Records Section to have a serial number stamped on the gun, at no cost to the owner.

APPENDIX C.

DANGEROUS WEAPONS: Excerpts from Section 1311 (2) of the Revised School Code

Responsibilities of Local Districts

According to Section 1311 (2) of the Revised School Code, a pupil who is in possession of a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, **shall** be expelled from the school district permanently, subject to possible reinstatement after a specified time period has passed. The expelling district must enter on the pupil’s permanent record that he or she has been expelled pursuant to Section 1311. *A pupil who is expelled under this section is considered to be expelled from all public schools in the state.*

A school district is not required to expel a pupil for possessing a weapon if at least one of the following is established in a clear and convincing manner:

1. The object or instrument was not possessed by the pupil for use as a weapon.
2. The weapon was not knowingly possessed by the pupil
3. The pupil did not know or have reason to know the instrument constituted a dangerous weapon.

4. The weapon was possessed by the pupil at the request or direction of school or police authorities.

Within 3 days after the expulsion of a pupil under this section, an official of the school district shall refer the individual to the appropriate county department of social services or county community mental health agency and must notify the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, must notify the individual of the referral.

Reinstatement Process

The parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, the expelled pupil may petition the expelling school board for reinstatement to public education in the school district in which he or she was expelled. If that school board denies a petition for reinstatement, the parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, the individual may petition another school board for reinstatement in that other school district. The reinstatement process must be in accordance with all of the following:

For an individual who was enrolled **in grade 5 or below** at the time of expulsion:

-If the individual was expelled for possessing a firearm or threatening another person, The individual's parents or legal guardians may petition for reinstatement after 60 school days after the date of expulsion, but may not be reinstated before the expiration of 90 school days after the date of expulsion.

-If the individual was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, The individual's parents or legal guardians may petition for the pupil's reinstatement at any time, but the pupil may not be reinstated before the expiration of 10 school days after the date of expulsion.

For an individual who was **in grade 6 or above** at the time of expulsion:

-The individual's parents or legal guardians or, if the individual is at least age 18 or is an emancipated minor, the individual may petition for reinstatement after 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion.

For further information on the reinstatement process, refer to Section 1311 of the Revised School Code. -*MDE – 1996*

APPENDIX D

Rule 380.1312 “Corporal punishment” defined; infliction of corporal punishment by employee, volunteer, or contractor; exercise of necessary reasonable physical force; liability; violation; deference given to reasonable good-faith judgments; development, implementation, and enforcement of code of student conduct; model list of alternatives to use of corporal punishment; authority permitting corporal punishment void.

Sec. 1312.

- (1) As used in this section, “corporal punishment” means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force as a means of discipline.
- (2) Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
- (3) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstance.

- (4) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary.
 - (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
 - (b) For self-defense or the defense of another.
 - (c) To prevent a pupil from inflicting harm on himself or herself.
 - (d) To quell a disturbance that threatens physical injury to any person.
 - (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
 - (f) To protect property.
- (5) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy who exercises necessary reasonable physical force upon a pupil, or upon another person of school age in a school-related setting, as described in subsection (4) is not liable in a civil action for damages arising from the use of that physical force as provided in Act No. 170 of the Public Acts of 1964, being sections 691.1401 to 691.1415 of the Michigan Compiled Laws.
- (6) A person who violates subsection (3) or (4) may be appropriately disciplined by his or her school board or public school academy.
- (7) In determining whether an employee, volunteer, or contractor has acted in accordance with subsection (4), deference shall be given to reasonable good-faith judgments made by that person.
- (8) A local or intermediate school district or public school academy shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct 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.
- (9) The department shall develop a model list of alternatives to the use of corporal punishment. This model list shall be developed in consultation with organizations that represent the interests of teachers, school employees, school boards, school administrators, pupils, parents, and child advocates, plus any other organization that the state board of education may wish to consult. The department shall send this model list to each school district, public school academy, and intermediate school district in the state and to each nonpublic school in the state that requests it. A local or intermediate school board or public school academy shall approve and cause to be distributed to each employee, volunteer, and contractor a list of alternatives to the use of corporal punishment. Upon request, the department of education shall provide assistance to schools in the development of programs and materials to implement this section.
- (10) Any resolution, bylaw, policy, ordinance or other authority permitting corporal punishment is void.

History: 1970, Act 451, Imd. Eff. Jan. 13, 1977;--Am. 1988, Act 521, Eff. Mar.30, 1989; Am. 1992, Act 6, Imd. Eff. Mar. 10, 1992; --Am. 1995, Act 289, Eff. July 1, 1996.

**BAY CITY PUBLIC SCHOOLS
ATHLETIC CODE OF CONDUCT**

A student's participation in school athletic programs is a privilege and not a right. Our student athletes ("students") represent not only themselves, but the school, school district, and the surrounding community. Therefore, these students are held to a higher standard than the general student body and are required to follow certain rules. A student that violates these rules is subject to the penalties outlined herein.

The following rules remain in effect during the entire school year beginning with the first M.H.S.A.A. scheduled practice in August. They will be in effect until the last day of school, the conclusion of our spring sport seasons, or spring sport award programs, whichever is last.

A copy of this Athletic Code shall be given to each student. The student and his/her parent(s) or legal guardian are required to sign and return to the school a copy of the attached form acknowledging that they have read and agree to abide by the provisions of this Athletic Code.

Rules

1. Students are required to follow the laws of the State of Michigan, and shall refrain from involvement in activities of a criminal nature, in or out of school.
2. Students are required to follow the guidelines outlined in the Student Handbook, including Board approved Student Code of Conduct.
3. Students are required to follow all of the rules issued by his/her coach.
4. Students are required to refrain from the sale, use, or possession of alcoholic beverages, tobacco products and illegal controlled substances, which includes performance enhancing substances as defined by the Michigan Department of Community Health.
5. If an athlete skips a class, they lose one day of competition.
6. An athlete is expected to attend a full day of school in order to participate on any day when a practice, or contest is scheduled.

Self-Disclosure of Violations

A student is required to voluntarily disclose all of his/her violations of any of the rules listed above which occurred after the date the student and his/her parent(s) or legal guardian signed the form acknowledging that they have read and agree to abide by the provisions of the Athletic Code. Students must report any violations of criminal law.

Investigation for Violation of Rules

Before disciplinary action is taken, the Athletic Director shall review all of the evidence connected with the alleged activity or conduct. The student and parent or legal guardian shall be given notice advising of the nature of the alleged violation of the Athletic Code, of the intended punishment and an explanation of the nature of the charge, and shall be given an opportunity to respond and present information in response. The Athletic Director shall promptly schedule a meeting with the student, parent or legal guardian if requested.

Disciplinary Action

Upon completion of the school's investigation, the Principal shall determine, within his/her discretion, whether a preponderance of the evidence indicates that the criminal activity or conduct occurred and whether disciplinary action should be taken. The school may take prompt disciplinary action. The District does not have to await prosecution by the criminal justice system before taking disciplinary action.

Disciplinary Action for Violation of Rules 1, 2 or 3

The school may impose any of the following disciplinary action:

1. Suspension for a specified number of contest dates; or

2. Suspension for the remainder of a sport season.
3. Permanent exclusion from the sports program.

The extent of discipline shall be commensurate with the violation involved.

FELONY is defined as any criminal offense that carries a maximum possible penalty of more than one year of incarceration.

MISDEMEANOR is defined as any criminal offense that carries a maximum possible penalty of one year of incarceration or less.

Criminal offenses are defined based upon a person being charged as an adult. However, these definitions shall apply regardless of the age of the student athlete.

The guidelines for penalties for a violation of criminal activity shall be as follows for a “first” violation committed during the season:

1. A misdemeanor involving a non-violent, non-assaultive offense; suspension as generally provided for Rule 4 offenses (see below).
2. A misdemeanor involving a violent or assaultive conduct; twice the penalties provided for Rule 4 offenses (2/3 of season).
3. Commission of a felony shall result in removal from the sports program for a minimum of one calendar year.
4. Violations of criminal activity, committed out of season, but during the school year, shall result in disciplinary action of 1/2 of the scheduled discipline.
5. Other misconduct, as generally defined in the student code of conduct, may result in suspension or removal from the sports program as may be determined from the circumstances.

Disciplinary Action for Violation of Rule 4 “in season”

The school shall suspend the student for one-third of the scheduled contest dates in the sport season he/she is currently participating in. If there are not enough contests remaining in that particular sport season to equal one-third, then the student is suspended during the next sport season he/she participates in, regardless of the nature of the sport the student is participating in. This suspension over two sport seasons represents one third of any one sport season.

Disciplinary Action for Violation of Rule 4 “out of season”

The school shall impose the following disciplinary action:

1. The school shall suspend the student for one-sixth of the next sport season in which he/she participates;
2. The school shall assign the student twenty hours of community service; and
3. The student is required to take a drug/alcohol class that is a minimum of three hours.

If a community service assignment and drug/alcohol class are not available, the school shall suspend the student for one-third of the next sport season he/she participates in.

In the event of a “second” offense, or repeated violations of these rules, the penalties may be increased up to and including permanent exclusion from sports programs with the Bay City Public Schools.

Appeal Process (can be used at any level of discipline)

The student, and/or his/her parent(s) or legal guardian, may appeal a decision of the Principal by following the following procedure:

1. Within three (3) days the student and/or his/her parent(s) or legal guardian may submit a

request for an appeal of the Principal's decision to a Panel consisting of 2 Central Office Administrators. The Panel will review the matter, render a decision, and send a copy of the written decision to the student's parent(s) or legal guardian.

2. If the Panel denies the appeal, the student and/or his/her parent(s) or legal guardian may send to the school superintendent, within three (3) days, a written request for an appeal of the panel's decision. The superintendent will review the matter, render a decision, and send a copy of the written decision to the student's parent(s) or legal guardian.
3. If the appeal is denied by the school superintendent, and the student and/or his/her parent(s) or legal guardian wish further appeal, they must, within three (3) days, request, in writing, directed to the Superintendent or Secretary of the Board of Education, a meeting with the Board of Education. The Board of Education shall make a final decision, and send a copy of the written decision to the student's parent(s) or legal guardian.

Definitions

1. **Activities of a criminal nature** include activities or conduct which, if proven, could result in a felony or misdemeanor conviction under the laws of the State of Michigan or the Code of Ordinances of a municipality located within the Bay City Public School District.
2. **In season** means when the student is participating in a current sport season.
3. **Out of season** means when the student is not participating in a current sport season during the school year.
4. **Middle School**—Middle school students participating in and involved in interscholastic sports must have a Physical, insurance, and must follow Athletic Code of Conduct rules.
5. **High School**—High school students participating in activities receiving athletic funding must have a Physical, insurance, and must follow Athletic Code of Conduct rules.

Pay to Participate Program

In order to maintain our present athletic program offerings at the high school, middle school and elementary level, it has been determined that a **PAY TO PARTICIPATE** fee must be charged beginning with the 2005 school year. The participation fee is a one-time fee for the entire school year. The High School fee is \$75; Middle School is \$30 and Elementary School is \$10.

All fees must be paid at the time when an athlete turns in their physical form. An athlete may not tryout for a team; participate in a practice, scrimmage or contest until the fee is paid.

If an athlete does not make the team, they will receive a refund. Full refunds will be made to an athlete that is unable to continue their sport because of transfer, injury, or illness requiring a doctor's note indicating that the athlete cannot continue due to extended illness or injury, occurring during the first half of the season. After the halfway point of the season, no refunds will be granted. If an athlete is removed from the team due to a training rule or school handbook violation, they will not be granted a refund.

The purpose of the Pay to Participate fee is to help the Bay City Public Schools maintain its present athletic offerings. Without the use of the money generated from this fee, athletic programs and teams would have to be reduced. **The payment of this fee in no way guarantees playing time.**

MIDDLE SCHOOL ATHLETIC HANDBOOK

INTRODUCTION

Welcome to the Bay City Public Schools Middle School Athletic Program. It is our firm belief that athletics play a significant part in the total educational process. Interscholastic athletics provide many learning, growing, and enjoyable opportunities.

PHILOSOPHY

Interscholastic athletics are a vital and integral part of the total educational program. We work to improve our students during school and beyond the regular school day. The purpose of interscholastic athletics is to make positive contributions to the development of participants, spectators, school, and community. Athletes should strive for educational excellence, playing excellence, as well as staying within the boundaries of good sportsmanship.

OUR VISION

It is our vision to promote physical, mental, social, and emotional well being as a means of fostering athletic and academic success today, tomorrow, and into the future.

MISSION STATEMENT

It is our mission to provide the students we are able to accommodate with the knowledge, attitudes, and skills that they need for success in athletics, school, and society.

PRIOR TO THE SEASON

Tryouts are widely publicized on a regular basis. Missing any tryouts would jeopardize your child's potential for making a team.

I. EVERY student athlete must turn in the following one full school day (Friday for a Monday tryout/practice) PRIOR TO THEIR FIRST DAY OF Participation, including tryouts:

1. The "BAY CITY PUBLIC SCHOOLS MEDICAL AND ATHLETIC CONSENT" form signed by the M.D., D.O., Physicians Assistant, or Nurse Practitioner who administers the physical examination.

II. All parents/guardians and students must be aware of the following PRIOR TO PARTICIPATION IN INTERSCHOLASTIC ATHLETICS:

- A. Participation in extracurricular activities is voluntary. It is a privilege NOT a right. Our student athletes are held to a higher standard than the regular student population. Volunteering to participate implies an acceptance of obligations to the interscholastic program, including compliance with all rules and policies of the program. Students who do not adhere to the rules and policies may be removed from the program.
- B. Due to facility and financial limitations it is necessary to limit the number of members on our girls' basketball, boys' basketball, cheerleading, pompon, and girls' volleyball teams. The coaches of each sport select the teams through a tryout process. **There is no guarantee of being selected to a team.** There is no guarantee for equal playing time once selected to a team. Once teams are selected, they are final.
- C. These sports along with swimming and track are interscholastic sports not intramural sports. Thus, they require a strong commitment. Players are expected to

attend all practices and games. Missing practice (or games) will result in the loss of potential playing time during contests, and may result in the removal of the student from the team. This includes missing for other school related activities (i.e. academic track). Although we want our middle school students to gain a wide variety of experiences, they need to be able to make a five-day per week commitment to our sports program. Those who cannot make this commitment should not tryout for a team (especially in the sports in which team membership is limited).

- D. The minimum eligibility requirement is defined by the Michigan High School Athletic Association. The Bay City Public Schools have eligibility requirements beyond that minimum.
- E. Whenever facilities and finances allow, we will try to offer intramural athletics as an alternative to those who are not selected for an interscholastic team.
- F. If a student is not selected to a team after the tryout process (basketball or volleyball), they may request their participation fee refund. No refunds will be granted after the halfway point of the season.

DURING THE SEASON

I. ELIGIBILITY REQUIREMENTS

1. All Michigan High School Athletic Association rules that pertain to Junior High/Middle School must be satisfied for competition.
2. Any student receiving two or more "E's" in a given marking period may be considered ineligible during the next marking period.
- *3. Any student receiving two or more "E's" on ANY eligibility check may be suspended from participation in games until improvement is shown.
- *4. Any student receiving less than a 2.0 grade point average may be suspended from participation in games until improvement is shown.
5. Any student receiving a grade in a current or previous marking period's class below a C- may be subject to attend an after school study session in order to maintain their eligibility. Failure to attend may result in suspension from game participation.
6. All "I's" (incomplete) will be considered a failing grade until the work is made up and they receive a grade of A through E.
7. Any student who is not being rated as satisfactory in attitude by a teacher may be considered ineligible to participate in contests.

*Please Note: Eligibility is checked through electronic school records, through communication with teacher, and through eligibility forms. If an eligibility form is required, it is the responsibility of the student to have all teachers complete the form and return it to the athletic office or they may lose eligibility.

II. RULES OF PARTICIPATION

The following rules are subject to the penalties and appeals outlined in the "Bay City Public Schools Athletic Code of Conduct" under Rule 3 (Students are required to follow all of the rules issued by his/her coach). The coaches are directed to enforce the following:

1. All participants must comply with the guidelines set forth in the "High School and Middle School Student Code of Conduct" (including Athletic Code of Conduct and Technology Handbook).
2. All participants are expected to:
 - a. Display appropriate locker room, meeting place, and activity behavior.
 - b. Take care of any equipment and uniforms belonging to the school.
 - c. Observe all the rules set forth by the coach.
 - d. Display appropriate behavior on school busses and at ANY facility in which

they are representing the Bay City Public Schools.

3. When transportation is provided by bus, it is done so at the expense of the athletic department. All athletes are required to ride the bus to and from events. You may request to transport your child to or from an event if necessary. All requests must be made on our "TRANSPORTATION CHANGE REQUEST" form (available in the schools athletic office). This request must be turned in on full school day prior to the contest (Friday for a Monday contest). Coaches are instructed not to let athletes leave with anyone unless they receive this note signed by the Athletic Director.

Please note: In the event that a request is granted, a parent or legal guardian must provide the transportation (may not be provided by parents of friends or teammates).

4. All students must be in school attendance a full day to participate in games or practices. School related absences (such as field trips, meetings, etc.) are to be counted as days present in attendance. The Athletic Director must approve any exceptions to this rule.
5. Student athletes are expected to go home after school and then return for their extra-curricular contest or practice (as determined by his/her coach). If the student athlete must stay at school, he/she will be expected to remain in the school's common meeting place (such as a commons or social area). There is NO assigned supervision during this time, and any student athlete causing a discipline problem will receive disciplinary action from the administration including possible dismissal from the athletic team or squad.
6. Any student athlete given a suspension from the school administration cannot play in any game or practice during the suspension. This includes in-house suspensions. *(This pertains to in-school behavior not academic eligibility)*
7. Each athlete is responsible for all athletic equipment issued to him/her by the coaching staff or school. If this equipment is lost or stolen, he/she will be held responsible for the cost.
8. Please inform your coach immediately of any type of injury incurred during practice or an athletic contest.
9. If a student athlete quits, or is removed from a team during the season, he/she is ineligible to tryout for another team during that season.
10. Any time school is cancelled due to inclement weather, all practices and games will be cancelled. We follow the policies of the Saginaw-Bay-Midland Conference regarding rescheduling of games. Some or all cancelled contests may not be able to be rescheduled.

III. COMMUNICATION

1. **You can expect the following communication from your child's coach:**
Philosophy, expectations, location/times of practice-games-bus departures, team requirements, injury procedures, discipline that could result in denial of your child's participation.
2. **Communication coaches expect from you the parent:**
Concerns expressed directly to the coach, notification of schedule conflicts well in advance, specific concerns regarding a coach's philosophy and/or expectations.
3. **Appropriate concerns to discuss with coaches:**
The treatment of your child-mentally and physically, ways to help your child improve, concerns about your child's behavior.
4. **Issues not appropriate to discuss with coaches:**
Playing time, strategy, play calling, other student-athletes.
5. **In order to address a concern you have with a coach you should:**
Contact the school's athletic department to schedule an appointment with the coach. Please do not attempt to confront a coach before, during, or after a practice or contest.

6. **If your meeting with the coach does not provide a satisfactory resolution:**

Contact the school and set up an appointment with the athletic director.

SAGINAW-BAY-MIDLAND CONFERENCE

The Bay City Public Schools are a member of the Saginaw-Bay-Midland Conference. The participants in this conference are (Middle Schools):

Bangor Christa McAuliffe	Midland Central	Mt. Pleasant
Bay City Handy	Midland Jefferson	Saginaw White Pine
Bay City Western	Midland Northeast	

The value of conference membership is the aid derived from the arranging of schedules, equalizing competition, and generally upgrading the activities program by adhering to conference standards and goals. Membership in the conference provides our schools with the opportunity for local competition without excessive travel.

SPORTS OFFERINGS

Girls

Basketball (Sept./Oct./Nov.)
Swimming (Nov./Dec.)
*Cheerleading (Nov./Dec./Jan)
* Pompons (Nov./Dec./Jan)
Volleyball (Jan./Feb./Mar.)
Track (Apr./May)

Boys

Basketball (Nov./Dec./Jan.)
Swimming (Jan./Feb./Mar.)
Track (Apr./May)

*The cheerleading and pompon season ends on the last day of boys' basketball. Anything beyond that date, such as competitions, parades, talent shows, etc. is not an obligation of the coach of the sport or the school.

ATHLETIC PERMISSION FORM

This permission form will cover the student for however many interscholastic school sports they participate in throughout the current school year.

YOUR SON/DAUGHTER HAS INDICATED AN INTEREST IN INTERSCHOLASTIC ATHLETICS. IN ORDER FOR HIM/HER TO BECOME INVOLVED, YOU AND YOUR SON/DAUGHTER NEED TO BE INFORMED AS TO HOW OUR ATHLETIC PROGRAM OPERATES.

Please note: All information under "PRIOR TO THE SEASON" Section "I" must be turned in one full school day (while school is in session) prior to the student's first day of participation including tryouts.

****If you have any questions about our athletic program, please contact the athletic director.***

Mike Toyzan
Handy Middle School
Western Middle School
Phone: 671-3815

Bay City Public Schools



Technology Handbook

Policies and Procedures
For All Users of Technology
In the Bay City Public Schools

Revision 8.0

Bay City Public Schools Technology Vision/Goals

The vision of technology in the Bay City Public School District is (1) To enhance and enrich curriculum, (2) To improve communications, and (3) To improve productivity. Bay City Public Schools will provide an environment where students will use technology as a tool to enhance success in the following ways:

- Integrate technology into school curriculum.
- Provide connectivity between classrooms, buildings, home and the community.
- Provide student, parent, staff, teacher and community access to the Internet within district facilities.
- Provide continuous and comprehensive professional development training for district staff and parents.
- Collaborate with building administration and teaching staff on integrating technology as part of our school district improvement plans.

Bay City Public Schools

Technology Handbook

Web Site: www.bcschools.net
E-mail contact: technology@bcschools.net

This policy was developed by the District Technology Team; a committee consisting of over 50 people including instructional staff, community members, board members, administrators, support staff and technicians.

For questions or comments, contact:

Martin Gottesman
Director of Technology
McKinley Building
(989) 667-0831

It is intended that this policy handbook will be reviewed regularly and updated, as needed.

Use of District Computers Policy

Users authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a user code/password by a Technology Department staff member. Each user's password shall be changed periodically by the user for security reasons. (Each building in Bay City Public Schools will have a building representative or a District technician with password rights.)

No person (employee, student, or visitor) is to use any computer and/or related equipment without proper authorization.

In order to become authorized to use the District's building level or district-wide computer network, a person must qualify in at least one (1) of the following categories:

- be an employee of the District with an assigned user code/password;
- be a student in the District with an assigned user code/password;
- be a maintenance person from the computer manufacturer providing the District with a maintenance contract;
- be a temporary user approved by the Superintendent or designee.

The purpose for technology in the Bay City Public Schools is to *enhance learning, to improve communications, and to improve productivity.* Any other use of Bay City Public Schools computers is not authorized.

Where investigation confirms unauthorized use, prompt corrective action shall be taken according to employee management through the Human Resources Department or student code of conduct as appropriate.

Network Policy

Members of the Bay City Public Schools network community have certain network privileges. Infringement of, or disrespect for, the rights of others may result in the loss of network privileges. These privileges include:

- **Confidentiality.** All e-mail, documents, files and management software will be treated as confidential. However, if a user is believed to be in violation of the policies stated in this handbook, system administrators or teachers may need to gain access to files, e-mail, and/or Internet usage records per the request of building or district administrators. System administrators may need to access files as part of regular maintenance. An attempt will be made to notify the user of this in advance, whenever possible. The BCPS trusts its employees to understand and comply with rules and guidelines and will not routinely infringe on individuals' confidentiality or use unless there is reason known to investigate problems/complaints. For the safety of yourself, the district, and fellow employees/users it is important that you restrict use of electronic resources to the purposes they are provided. In the event of a F.O.I.A. request, all communications could become public. Keep e-mail content appropriate to the business workplace. Personal communications are allowed within appropriate guidelines.
- **Access.** It is the intent of Bay City Public Schools to provide comparable access to as many network services as the technology allows. Exploration of the Internet is encouraged relative to the purposes of the Network; however, no single user should monopolize a computer or the network they use. Users may be required to remove files if total system storage space becomes low.
- **Safety.** To the greatest extent possible, network users will be protected from unwanted or unsolicited contact. Any community member who receives threatening or inappropriate communications should bring them to the attention of a system administrator or teacher immediately. Users must be aware that there are many services available on the network or Internet that are offensive and/or inappropriate to certain groups of users. Users are expected to use common sense and caution. The BCPS does employ the use of electronic firewalls in an attempt to limit unwanted or inappropriate content. Users should understand these firewalls are not guaranteed to restrict all inappropriate content.
- **Intellectual Freedom.** The District encourages intellectual freedom within the network in compliance with District policies.
- **Guest Access.** Anyone may request a special account on the Network (school server). These requests will be reviewed on an individual basis, depending on need and resource availability. Approval or denial of request will be determined by the Superintendent or designee.

Responsibility of Network Users

- **Be polite.** Do not be abusive in your communications.
- **Use suitable language.** Do not use profanity, vulgarities, sexually oriented or other inappropriate language.
- **Do not reveal any personal information** (personal address, phone number, etc.) **or that of others.**
- **Remember that electronic mail messages are not guaranteed to be private.** Those who operate the various on-line services have access to all messages and can report to the authorities messages which support illegal activities.
- **Do not knowingly or inadvertently degrade the performance of the network.** Use of the network other than for enhancing the curriculum, improving communications, or improving productivity can also be interpreted as degrading the performance of the network.
- **Honor all rules of copyright and personal property.** Ownership of text, music, software, and other media is protected to the full extent of the law and must be protected. **Use of data/information from the Internet may be done only within the realm of copyright laws, policies and crediting sources.**

- **Do not knowingly or inadvertently spread computer viruses.**
- **Never share your password or account with anyone.** Each user has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to that account.
- **Use of network for any illegal activity is prohibited.**

For e-mail to groups larger than 10 (mass e-mail), please follow the guidelines below.

- 1) Please use mass e-mails only when completely necessary.
- 2) Content shall be of specific interest to staff members the message is sent to. Personal mailings or irrelevant subject matter is unacceptable. Use your common sense and follow the same district policies that would apply to use of inter-school mail. Remember that if your message is addressed to all address book members, this will include all staff members, including teachers, administration and board members, parent volunteers and some students.
- 3) If you have any questions about sending multi-building mass e-mails, please contact Technology and Information Services (667-0831) or your building administrator for issues concerning use in your building. Examples:
 Appropriate Use (to very targeted groups): Committee meeting date and time announcements, BCEA business, staff development, school fundraisers, "Acts of God," benefits/donations (health issues for employees or their families).
 Non-Appropriate Use: Announcement of after-school staff parties, personal sales or classified-type ads, slanderous speech, personal fundraisers, etc.

Policy on District-Provided Access to Electronic Information, Services and Networks

Freedom of expression is an inalienable human right penned in the Constitution. It is the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the related right to receive information. Such rights influence the complete spectrum of its citizens. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Bay City Public Schools considers its own stated educational mission, goals, and objectives. Electronic information research has become a fundamental skill for members of our society. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources around the world. The District expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students should not be instructed to 'surf the web' when finished with other assignments. Similarly, students should not be allowed to use instructional time for computer activities outside the realm of the class/course objectives including games, unless it is in direct support of the curriculum.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other potentially offensive media.

Use of District-provided Internet access is to facilitate communication in support of research and education. To retain access, network use must be in support of and consistent with the educational objectives of Bay City Public Schools. Access to the Bay City Public Schools network is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will remain private. Electronic files stored on school-based computers will be treated as school property. Administrators

and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of any network services are prohibited by the Bay City Public Schools. Moreover, this prohibited activity may be illegal and subject the offending users to criminal prosecution.

- A. Do not access, upload, download or distribute pornographic, obscene or sexually explicit materials.
- B. Do not transmit pornographic, obscene, abusive or sexually explicit materials, “stalk” or harass others.
- C. Do not use the network to violate local, state or federal statutes.
- D. Do not vandalize, damage, disable or “hack” the files of others. Creation of a “virus” is considered vandalism.
- E. Do not access the files, information, or software of others without prior authorization.
- F. Do not upload, download, or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
- G. Do not post student grades in any format that is viewable via the Internet.

Any violation of District policy and rules may result in the loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

All employees should be aware of Michigan Compiled Law Section 411s which states in part “... state law provides that use of the Internet, or other similar telecommunications devices, to wrongfully harass, annoy or threaten others, can be a felony punishable by up to two (2) years imprisonment or fines up to \$5,000 (or more if certain other conditions apply). Generally such conduct included posting of messages or communications, where the provisions of such information causes a victim to be harassed or threatened. Harassing or threatening actions includes attempting to communicate, transfer, send, post, publish, disseminate or otherwise communicate information, whether truthful or untruthful, without the persons consent, where such information is intended to cause conduct that will terrorize, frighten, intimidate, threaten, harass, annoy or molest the victim.”

Bay City Public Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of the information stored on District diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Policy on District-Provided Internet Access

Bay City Public Schools is pleased to offer access to the Internet. The Internet is an electronic highway connecting millions of computers and millions of individual users all over the world. Computer technology will help propel our District through the communication age, allowing one to access and use resources from distant computers; communicate and collaborate with other individuals and groups around the world; and significantly expand their available information base. The Internet is a tool for lifelong learning.

Families should understand that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which the student’s parent or guardian would be liable.

While the District’s intent is to make Internet access available in order to fulfill its educational goals and objectives, users may find ways to access other material(s), as well. If the District decides to install technical methods or systems to regulate Internet access, those methods could not guarantee compliance with the District’s acceptable use policy. The District believes the

benefits of having access to the Internet exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Bay City Public Schools requires parents/guardians to review the Technology Handbook and return the signed receipt at the back of the book. Parents/guardians who wish to exclude their child from using the Internet may contact the teacher and/or school administrator to discuss alternatives for completing class requirements.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

Internet Access Contract

Acceptable use of the Internet includes, but is not limited to, the following:

- a. to facilitate research;
- b. to facilitate distance learning activities;
- c. to develop **District approved** web pages;
- d. to develop skills pursuant to job orientation;
- e. to encourage and support connectivity with appropriate agencies;
- f. to improve communication in the school district;
- g. to improve communication within the community;
- h. to improve school/business partnerships within the community;
- i. to accommodate adult education;
- j. to gain access to technical support for hardware and software.

This is an access contract for anyone using Internet connections from the facilities of, or associated with Bay City Public Schools. This is a basic contract that simply states:

1. I have read and understand the Bay City Public Schools *Technology Handbook*.
2. Any modem or outside communication from this facility must be under the direction of a staff member of Bay City Public Schools.
3. Any Bulletin Board Space access must be under the direction of a staff member of Bay City Public Schools.
4. Any Internet Connection must be under the direction of a staff member of Bay City Public Schools. Students may not use e-mail, instant messaging, or chat rooms with school computers (including web based mail such as Hotmail or AOL mail) unless that activity is part of a supervised class project. In the event of future e-mail access being granted for students, usage is to be restricted to school related activities/projects.
5. Bay City Public Schools does not authorize use of the modem or any communication device for any reasons other than educational purposes.
6. Bay City Public Schools releases itself from liability for any inappropriate and/or illegal action on the Network and any other communication devices used in the District.
7. TTI computers may only access the Internet at school facilities via the school network, not by dial-up. When used at home via phone dial-up, filtering/blocking must be in place and/or be used for bona-fide research by adults.

Due Process and Discipline in the Bay City Public Schools Technology Program

The entire foundation and success of public school education depends on the basic concept of self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of conduct are necessary to assure that people seeking to express their own individual rights, do not at the same time infringe upon the rights of others.

Recognizing that some users may misuse or abuse the technology of the school district, school administration may find it necessary to remove a user from the district technology program. In this event, due process procedures according to the student code of conduct, technology handbook procedures, and Bay City Public Schools Human Resources department practices will be followed as appropriate.

General steps for student discipline in grades 6-12 are (1) access denied for 1 to 2 weeks, (2) suspension, (3) possible Project Success and/or removal from class.

Bay City Public Schools
High School and Middle School
Student Code of Conduct Including
Athletic Code of Conduct,
Middle School Athletic Handbook and
Technology Handbook

My signature indicates that I have received a copy of the Student Code of Conduct which includes the Technology Handbook – (please see page 36 of Student Code of Conduct) and the Athletic Code of Conduct – (please see page 28 of Student Code of Conduct) Middle School Athletic Handbook – (please see page 31 of Student Code of Conduct)

and that I will review and discuss same with my parent/guardian.

Student Name (please print) _____ Age _____ Grade _____

Student Signature _____ Building of Attendance _____ Graduating Year _____

Teacher Name _____

Student photos are often taken during school and classroom activities. Occasionally, student photos and names (*first names only*) appear on the Bay City Public Schools' website: www.bcschools.net, individual school web sites and other district communication.

I do not give my consent for my child's photo and name to appear on the above websites, as well as other district communication.

Parent Signature

Date

It is the policy of the Bay City Public Schools not to discriminate on the basis of religion, race, color, national origin, sex, age, or handicap in educational programs, activities or services and to comply with all requirements and regulations of the U.S. Department of Education.

Inquiries or complaints regarding discrimination for Title VI (race, color, or National Origin), Title IX (Sex) and Section 504 (Handicap) are to be directed to:

Mr. Martin Gottesman
910 N. Walnut Street
Bay City, Michigan 48706
Phone: (989) 671-8121