

Byron Center Charter School

Student Handbook

2019 / 2020



“Personal Connection – Academic Excellence – Positive Character”

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BYRON CENTER CHARTER SCHOOL

Vision Statement

Sustaining a student-centered learning environment where educators are expected to meet the individual needs of all learners by designing rigorous work that is engaging and that continuously inspired innovation, exploration, discovery, and creativity.

Mission Statement

Empowering students to reach their greatest potential by emphasizing personal connections, academic excellence, and positive character values.

Beliefs Statement

Byron Center Charter School believes that to teach a child is a noble calling; that throughout life, when parents and schoolwork together in harmony, each student can be successful. BCCS believes a quality education is rooted in character, competence, academic excellence and hard work.

Core Values/Character Traits

Positive Character Values are one of the three pillars in the BCC School's mission. Character Values are the basic expectations for how we go about our work, interact with one another and are central to the culture of our school. Like most behavior, values are learned through modeling, instruction and practice. Within the BCC School Community, we provide opportunities that heighten awareness and grow capacities of students by emphasizing positive character values each month.

September	Cooperation and Teamwork
October	Responsibility and Self discipline
November and December	Joyfulness and Appreciation
January	Compassion and Caring
February	Honesty and Trustworthiness
March	Courtesy and Respect
April	Fairness and Courage
May/June	Citizenship and Loyalty

SCHOOL INFORMATION

Staff:

Elementary:

Kindergarten – Mrs. Shanklin

Second grade – Ms Owens

Fourth grade – Mrs. Kline

Art – Mrs. Kingsley

P. E. – Mr. Fackler

Resource Room – Mrs. Mertz

Para-Professionals: Mrs. DeVries, Mrs. Hicks, Mrs. Gregorski, & Mrs. Schrader

First Grade – Mrs. Timmerman

Third Grade – Mr. Wittebols

Fifth Grade – Ms Boeskool

Music – Ms Rowsey

5th grade Band – Mr. Beyer

Middle School:

Ms Funk – 6th grade & Spanish
Mr. Machiela – Social Studies
Mr. Fackler – P. E.

Mrs. Stowers – Math & Science
Mrs. Whittaker – Language Arts
Mr. Beyer – Band

High School:

Mr. Emmelkamp – English
Mrs. Bennett – Science
Ms. Funk – Spanish
Mr. Beyer – Band

Mrs. Humes – Math
Mrs. Walenta – Social Studies
Mr. Fackler – P. E./Health
Resource Room – Mrs. Berner & TBD

All School:

Mr. Kasmer – Principal
Mrs. Boersma – Student Registrar/Secretary
Mr. Boersma – Building and Grounds

Mrs. Cravino – Guidance Counselor
Mrs. Ayers – Business Office

2019-2020

BCCS CALENDAR (180 days)

9930 Burlingame Ave SW, Byron Center, MI 49315
 Phone:616-878-4852 Fax:616-878-7196

K - 5 grades 8:00 am - 3:00 pm / 6 - 12 grades 8:00 am - 3:00 pm

Half day dismissal time is 11:15 am

AUGUST

August 22- Open House 6:00 pm - 7:30 pm

August 26 - First day of school - half day

August 30 - No school - Labor Day break

SEPTEMBER

September 2 - No school - Labor Day

September 20 - Picture day

OCTOBER

October 10 - half day P/T Conferences 12:30-8pm

October 11 - NO SCHOOL staff and students

October 25 - End of 1st Quarter (42 days)

NOVEMBER

November 27 - 29 Thanksgiving Break

DECEMBER

December 23 - January 3 - Winter Break

JANUARY

January 6 - School resumes

January 15, 16, 17 -- 6th - 12th gr exams - 1/2 day all grades

January 17 - End of semester (47 days)

FEBRUARY

February 17 - No school - Mid winter break****

***May be cancelled if needed to cover snow days**

MARCH

March 5 - half day - P/T Conferences 12:30-8pm

March 6 - NO SCHOOL staff and students****

***May be cancelled if needed to cover snow days**

March 20 - end of 3rd Quarter (43 days)

APRIL

April 3 - 10 -- No School - Spring break

MAY

May 19-20 -- Senior exams

May 21 - Senior Graduation 7:00 pm

May 25 - No school - Memorial Day

JUNE

Jun 3-5 --6th - 11th gr exams - 1/2 day all grades (48 days)

Jun 8-12 as needed to cover cancelled days

July '19

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August '19

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September '19

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October '19

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November '19

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18	19	20	21	22
25	26	27	28	29

December '19

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23	24	25	26	27
30	31			

January '20

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	13	14	15	16
20	21	22	23	24
27	28	29	30	31

February '20

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March '20

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April '20

M	T	W	T	F
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May '20

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June '20

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Daily Schedule

K – 12 grade: 8:00 am – 3:00 pm, half days: 8:00 am – 11:15 am

Breakfast – all grades: 7:35 am – 7:50 am

Lunch – all grades: 11:15 am - 11:45 am

Kent Career Technology Center (KCTC)

Located at Kent ISD. A project-based program for 11th – 12th grade. KCTC integrates the learning environment with real-world applications, and arms students with knowledge and experience they can apply directly to college and career.

INTRODUCTION OF HANDBOOK

Introduction

Byron Center Charter School is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

This handbook sets forth student rules and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The rules contained in this handbook are expected to be administered uniformly and fairly, without partiality or discrimination.

When And Where The Handbook Applies

All rules apply before, during, and after school:

1. When a student is at school.
 - a. "At school" means in a classroom, elsewhere on school premises, in a school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
2. When a student's conduct, both verbal and written, at any other time or place has a direct effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
3. When a student is using school telecommunications networks, accounts, or other district services.

Admission and Class Structure

1. Byron Center Charter School is a free public school academy open to all age-appropriate children for the grade levels offered. Byron Center Charter School does not discriminate based on race, religion, creed, color, national origin, disability, English proficiency, measures of achievement or aptitude, homeless status, intellectual or athletic ability, or any other basis that would be illegal for an existing school district.
2. Admissions shall comply with all federal and state laws.
3. Admissions shall be limited to those students who are residents of the state, except foreign exchange students.
4. Currently enrolled students whose enrollment form is turned in by April 15th will automatically be admitted for the following school year.
5. New students will automatically be admitted for the following school year in each grade or class that does not reach full enrollment by the deadline date of April 15th. Siblings, children of current staff, and current board members will be given enrollment priority. Students will be selected for admission by random lottery for each grade or class that exceeds the enrollment cap, if their applications were received by the deadline date of April 15th.
6. If full enrollment is not reached by April 15th, open enrollment will continue until grades or classes are full, at which time a waiting list will begin in the order applications are received.
7. If and when a random lottery is used, it will take place in the school office the first business day following April 15th.

8. Byron Center Charter School will begin calling students on the waiting list after the first 2 days of school each fall, if enrolled students have not attended, or have not made arrangements ahead of time with the school regarding absences at the beginning of the school year.

Class Structure

Grades K-5 will have a maximum of 22 students per classroom.

Grades 6-12 will have a maximum of 24 students per classroom.

Exceptions may be made by the Board of Directors.

Foreign Exchange Students

In the case of foreign exchange student enrollments, which will not exceed 2 per year, they are not counted in the class numbers.

Reference: Board Policy 5111 Admission of Students

Attendance

The Byron Center Charter School Board of Directors believes that school attendance is a major factor related to academic success. It is because of this that the students of Byron Center Charter School are expected to attend school on a regular and consistent basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Byron Center Charter School has an attendance policy to avoid these negative consequences. Attendance shall be required of all students, except those exempted under policy 5223 or 50B or by other provisions of State law, during the days and hours that the school is in session, or during the attendance sessions to which s/he has been assigned. The Administration shall require, from the parent or guardian of each student, a phone call, email, or written notice to the main office verifying their student's absence. Students are not allowed to excuse themselves. The Board reserves the right to verify such statements and to investigate the cause of each single absence or repeated unexplained absences or tardiness. The Administration may report to the Intermediate School District infractions of the law regarding attendance of students below the age of eighteen.

The Board considers the following factors to be reasonable excuses for time missed at school:

1. Illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments – parents are encouraged to schedule their child's appointments with doctors/dentists during non-school hours
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Other good causes may be acceptable to the Principal or his/her designee.

BCCS follows the guidelines of the state compulsory attendance law to include:

1. Ensure a school session is in conformity with the requirements of the law
2. Ensure that students absent for Board approved reason have an opportunity to make up work they missed;
3. Ensure the student is not given a failing grade or his/her credit is not unconditionally revoked when lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of makeup sessions provided by the instructor or administrator
4. Govern the keeping of attendance records in accordance with the rules of the State Board
5. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests

Absences

Any student in grade K-5 who misses 90 minutes or more of the morning or afternoon (before or after lunch/recess) session will be counted as absent for that ½ day. Any student in grades 6th through 12th who miss more than ½ the session/class period (30 Minutes) will be considered absent for that class period.

Excused absences

1. An excused absence is defined as an absence excused by the parent/guardian, as long as notice is given before the start of school the day following the absence, and there is a reasonable excuse.
2. Students may NOT excuse themselves.
3. In cases of extended absences, the parent/guardian may excuse multiple days by notifying the school of the number of days the student will be absent in order to avoid having to call in each day.
4. If a student is absent for more than 5 consecutive days a physician's statement may be required.
5. Physician statements may also be required in cases involving truancy and/or chronic absenteeism.

Unexcused absences

1. If an absence is not verified by a call from the parent/guardian, the absence is considered unexcused.
2. Absences may also be considered unexcused if they are determined to be unverified or unreasonable.
3. Students may receive consequences including restriction of privileges and/or lunch or after school detention for unexcused absences.

Notification of Absences

1. If a student is going to be absent for all or part of the school day, the parents must contact the school by 8:00 a.m. (via phone call or email). Give your child's name, grade, teacher/class, and reason for the absence.
2. Absences not excused by parents within 24 hours of the student's absence will be considered an unexcused absence, as is any absence from school that is not authorized by the student's parent, or the school.
3. Notification during the hours the office is not open may be left on the voicemail, or you may email: office@byroncentercharter.org
4. If the office does not hear from the parents, the assumption is made that the student will be in school for the day.
5. Parents are expected to contact the attendance office and teachers in the event of a prolonged absence so that books/assignments may be sent home.

Tardiness and Late Arrivals –

Tardiness creates a disruption to the class and should be avoided whenever possible. Students have a right to learn without being interrupted by tardy students who disrupt the educational process.

1. Each student is expected to be on time and in his/her assigned location throughout the school day.
2. Students will be considered tardy if not in assigned location at the start time of each class.
3. In grades 6-12, a student will be counted as tardy for a late arrival up to half the session and up to 90 minutes late in elementary.
4. If a student is late in arriving to school, he/she is to report to the school office to sign-in before proceeding to his/her first assigned location. A late arrival pass will be issued to the student.
5. Teachers are not to allow late students to enter their classroom without a pass.
6. Excessive tardiness is considered disrespectful to classmates and the teacher.
7. Students who are chronically tardy for class may be issued a punishment including restriction of privileges and/or lunch or after-school detention.
8. Every three tardies in a semester is treated as an absence in our high school classes.

Truancy/Chronic Absenteeism and KISD Strive for 5 Program

1. There are consequences when students are continually absent from school without a valid excuse.
2. Truancy is defined as 10 or more unexcused absences in a year and chronic absenteeism is attendance that is 90 percent or less of school days to date in a given year.
3. The school is required to notify a parent when a child is a continuing truant or chronically absent from school.
4. If the child's poor attendance behavior continues, the school is mandated to report the parent/guardian of

the student to the county authorities.

5. BCCS is collaborating with the countywide 'Strive for Five' program through Kent ISD Truancy Office. The truancy office operates as a liaison between local schools/districts and law enforcement.
 - a. A referral including the name, attendance history and personal information of students considered chronically absent or truant will be made to the truancy office.
 - b. The truancy office will send communications to the parents/guardians and school that require specified actions/interventions (with timelines) be taken by the family/student and school.
 - c. The school will maintain logs of interventions and communications of the student referred.
 - d. Additional referrals with the truancy office will result when students/families fail to meet the required actions and/or continue a pattern of poor attendance.
 - e. Depending upon the situation, the ISD may require additional actions/plans, conduct a formal investigation, assign a third party and/or begin the formal process of filing for truancy with the county prosecutor's office.
 - f. BCCS will work closely with families and KISD Truancy Office to avoid filing truancy for any member of the school community; however, the school will meet its legal obligation to report chronically absent and truant students to the proper authorities.

Attendance Requirements (High School) - Students are encouraged to be at school every day.

1. To be eligible for credit, students are allowed up to 10 *total* absences per semester per course.
2. Upon the 11th absence, a student loses credit in his/her course. This means no credit will be given upon 11th absence from class, unless the student makes-up the time (see Make Up Sessions).
3. Parents of any student who is absent more than 10 days (excluding school related absences) in a class during a semester, is encouraged to provide medical documentation for all related absences.
4. A parent excused absences does not remove the absence from the student's record.
5. In addition, if a class is missed for any reason, including a school related activity or field trip, it is the student's responsibility to request and make-up assigned work or tests upon return.

Make-Up Sessions and Banking Time

1. A one-hour make-up session can reverse one class period absence. The school will provide designated and communicate dates and times for make-up sessions.
2. Students will be responsible to sign up, with parental permission, to stay after school.
3. Students are strongly encouraged to make up absences at the time when credit may be in jeopardy and not wait until the end of the semester or credit is lost.
4. Absences must be made up no later than the end of the semester/marketing period in which they occurred.

Attendance Requirements (K-8) - Students are encouraged to be at school every day.

1. It is the responsibility of the student's parent/guardian to ensure:
 - a. The student is attending school.
 - b. To inform the school in the event of a student absence.
 - c. To work cooperatively with school and the student to solve any attendance problems that may arise.
2. At the Elementary level, attendance is taken twice daily (morning is before the lunch/recess and afternoon is after lunch/recess), and recorded by half days.
3. At the Middle School level, attendance is taken by class period. Each period has its own record of attendance. Students are expected to be in their assigned area at designated times.
4. We trust parents/guardians to make good judgments as to when to send their child to school.
5. Parents/guardians shall notify the school office when their child will not be in school (see Notification of Absences). Please do not call/email the teacher to report an absence. Parents should use email or leave a message with the office if they wish to communicate with the child's teacher(s) regarding the absence, such as make-up or missed schoolwork.

Homework/Schoolwork Make-up

1. Students will be allowed to make up work that is missed during excused absences.
2. To receive full credit, students will be given one day, for each day absent, to make-up the work.
3. If the absence is unexcused and the student is known to have missed or skipped school without permission and/or a valid reason, the assignments missed will be graded as late work.

4. Any homework requested during an illness will be issued at the teacher's discretion.
5. If work is requested and received in this manner (as opposed to upon the student's return) it will be due upon the student's return. If it is not returned on the first day, unless there is a valid reason, it will be graded as late work.
6. *Grades 6-12*: upon return from an illness or vacation, it is the responsibility of the student to request and complete the make-up work from their teachers.

Vacation homework requests

1. A two-week notice and a completed homework request form are required when students are leaving for a vacation while school is still in session.
2. Work requested and issued in advance will be due upon the student's return.
3. If parents/students opt to complete the work after returning to school, students will be given one day, for each day absent, to complete the work.

Reference: Board policy 5200 Attendance, 5230 Late Arrival and Early Dismissal

Closings and Delays

Byron Center Charter School may close or delay school due to inclement weather and or other unforeseen reasons.

1. Please do not assume that if Byron Center Public School or surrounding schools are delayed/closed that Byron Center Charter is also closed/delayed.
2. The decision to close or delay school will be made as early as possible, and will be posted on the major TV and radio stations in Kent County.
3. School personnel will also send a text message to BCC families and post on the school's Facebook.
4. BCCS students attending KCTC/KTC will be excused from attendance when school is cancelled; although students are encouraged to attend if safe to do so.
5. Should the school district in which the student resides have delay or cancel school, the parent/guardian may call the school office to indicate their student is staying home from school that day, and this absence will be considered an excused absence.

Communications With School

We believe that communication between school, staff, and parents is absolutely essential to maximizing your child's potential.

1. Various methods are used to communicate with parents including:
 - a. newsletters via email
 - b. K-5 school to home folders
 - c. phone calls
 - d. announcement emails
 - e. texts
2. The school website also provides useful information about the school including a calendar of current events and activities.
3. Parents are asked to review the communications sent from the school and are always welcome to contact the school via phone or e-mail as needed

Parent / Teacher Conferences

Parent / teacher conferences play an integral part in the growth and development of your child.

1. Conferences are scheduled two times per year, in October and March
2. Parents or teachers may request intermittent conferences if necessary
3. Parents are always welcome to call or make an appointment to visit your child's classroom.
4. Parents visiting the school during the school day are asked to check in at the office upon arrival.

Reference: Board policy 5420 Reporting Student Progress

Report Cards / Progress Reports

Report cards will be issued after the conclusion of each marking period, approximately every nine weeks.

1. In grades 6 through 12, progress reports are issued after the 4th week of the making period. We encourage parents take time to process these evaluations with your child in order to better understand the progress he/she is making throughout the school year. Feel free to contact your child's teacher(s) should you have any questions regarding your child's progress.

Reference: Board policy 5420 Reporting Student Progress

School Supplies

Students will supply their own materials as suggested per teacher.

1. Supply lists are located on the school website: www.byroncentercharter.org.
2. Books are the property of the school. Any mistreatment of books or other supplies will result in such becoming the property of the student by assessing a purchase price.

Reference: Board policy 5513 Care of School Property, 6152 Student Fees, Fines, and Supplies

Telephone Use

1. Use of the telephone by a student will be permitted only when a staff member grants permission.
2. Students will not be called out of the classroom for phone calls except in the case of an emergency.
3. The school phone is a business phone.

Visitors

Anyone visiting Byron Center Charter School during school hours must:

1. Check in at the office upon arrival
2. Students from other schools desiring to visit during school hours must have their parent/guardian make the request at least 24 hours in advance of the desired visit.
3. Permission for such requests must be made by school administration, or their designee.
4. Students wishing to visit during school hours must have the expressed desire to potentially enroll in the school.
5. Lunch time visitors will be allowed on a pre-approved basis only.

Reference: Board policy 9150 Academy Visitors

Volunteers

1. Anyone who would like to volunteer will need to fill out a short "Volunteer Application" form, which includes a background check (no cost involved).
2. All volunteers will receive a copy of volunteer guidelines, which must be followed.
3. The volunteer procedures include field trip drivers. One additional form is needed if you are driving/transporting students, a "Field Trip Parent Driver Release Form".
4. Applications and driver forms must be submitted at one week in advance of the event to allow time for processing.
5. Forms are available in the office and from teachers.

We are very thankful for all our volunteers!

Reference: Board policy 9710 Volunteers

SCHOOL SAFETY AND WELFARE

Communicable Diseases and Immunizations

1. Byron Center Charter School will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health codes for prevention, control, and containment of communicable diseases in our school.
2. The principal, or their designee, may exclude a child who is out of compliance with the required immunization schedule.
3. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.

4. Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat.
5. It is important that disease threats be minimized through the monitoring of students being immunized. Sharing immunization and personally identifiable information including the students name, date of birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases.
6. Byron Center Charter School will report this immunization information as required by the local health department. If you would like to withdraw your consent to sharing this information, you may sign a form in the school office.
7. *All philosophical and religious immunization waivers must come from the local health department office.*
8. Students must be current with all immunizations required by law, or have an authorized waiver from State immunization requirements.
9. If a student does not have the necessary shots or waiver, the school may ask that the student be removed or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Direct any questions about immunizations or waivers to the nurse in the office of the school.
10. The principal, or their designee, may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to such may pose a threat to the well-being of that individual.
11. All reportable communicable diseases will be referred to the local health authorities by the building level principal, or their designee. Such diseases are of serious concern within our community.
12. An afflicted individual may be asked to submit information to appropriate consultants.

Reference: Board Policies 5310 Health Services

Guidelines for Medications

Administration of medications

1. The student's parent/guardian will give the school written permission and request to administer any medication(s) to their student.
2. For prescription medications written instructions from a physician, which include the name of the student, name of medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by the school.
3. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the student's parent/guardian immediately.
4. Any errors made in the administration of medications shall be reported to the building administrator immediately. The error will also be immediately reported to the student's parent/guardian.
5. When it is necessary for a student to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication, not the student (with the exception of inhalers).

Storage and Access to medications

1. All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the student's name, the name of the medication, dosage, and the frequency of administration.
2. Medications shall be stored in a school location that is kept locked with the exception of a student who requires the use of an inhaler for relief or prevention of asthma symptoms. These students will be allowed to carry and use the inhaler (as described in the Michigan Revised School Code, Section 380.1179). A building administrator may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The parent/guardian will be notified of the denial.
3. Emergency medications may be stored in an area readily accessible to the individual designated to administer them.

4. The school shall possess at least 2 epi-pens for use with students who have undiagnosed severe allergies. Staff will be trained in the use of epi-pens.
5. All controlled-substance¹ medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis and this count reconciled with the medication administration log/record.
6. It is recommended that medications be brought to the school by the student's parent/guardian.
7. No changes to prescription medication dosage or time of administration will be made except by instruction from a physician.
8. Parental or guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year.
9. Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.
10. Medication left over at the end of the school year, or after a student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

¹ Controlled-substance is defined as a drug regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens.

Record keeping

1. A log of medication administration shall be kept in a school office.
2. The individual student log shall be kept until the end of the school year.
3. The medications log shall include the student's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication.
4. If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

Reference: Board Policies 5330 Use of Medications, 5330.01 Epinephrine Auto-Injectors

Student Accidents, Illness or Injury

1. In the event a student is injured or becomes ill while in school, he/she will be taken to the office and the parent/guardian shall be notified immediately.
2. Treatment, other than ice, band aids, soap and water, is the responsibility of the parent/guardian in a non-emergency situation.
3. Emergency cards will be on file to assist office staff to expedite necessary treatment in case of serious/severe illness or injury.
4. In the event of a serious accident or injury, the following steps will occur:
 - a. First aid will be applied by trained staff
 - b. Staff will notify the office
 - c. The office will call/notify the following:
 - i. Emergency 911 (if necessary)
 - ii. Parent / guardian
 - iii. School administrator
 - iv. Poison control – 1-800-764-7661 (if necessary)
 - d. Accident report will be completed

Reference: Board Policy 5340 Student Accidents

Safety Plans/Drills

Providing and safe environment for BCCS students and staff is priority one. BCCS continues to cooperate and work with state and local authorities in compliance with the state statutes for school safety including School Emergency Drills, Incident Reporting, OK2 Say, School Safety Liaison, School Site Surveys, development of EOP (Emergency Operation Plans) and guidance based upon recommendations from the 2018 School Security Task Force. In

accordance with MCL 30.409 and PA12, by the 15th of September, BCCS posts dates, type and comments of practiced Emergency Drills on the school's website. This information is maintained on the School Safety Drill Website through Kent ISD and are shared in advance with state and local authorities.

Reference: BOE Policy 8400 Academy Safety Information, 8420 Emergency Situations at the Academy

Severe Weather /Tornado Alerts

A "tornado watch" means that conditions are favorable for the development or occurrence of severe thunderstorms and possibly tornadoes. A "tornado warning" means a funnel cloud or tornado has been sighted or indicated on radar. Staff and students shall proceed with appropriate protective measures in either event.

1. In the event of a tornado watch or warning announcement from civil defense headquarters, students will remain in school.
2. Parents who are concerned may pick up their children at any time during a tornado watch or warning, but **MUST** sign them out in the office. Parents may only pick up their own children unless written authorization is on file with the school office.
3. In case of a tornado watch or warning faculty and students shall follow emergency safety procedures.
4. After school and evening activities shall be cancelled whenever tornado watches and warnings are in effect. If an "All Clear" is announced two hours prior to the start time of an activity, it shall meet as scheduled.

Reference: Board policy 8420 Emergency Situations at the Academy

STUDENT EXPECTATIONS, RESPONSIBILITIES AND CODE OF CONDUCT

Student Expectations and Responsibilities

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students.

1. Byron Center Charter students expected to:
 - a. Be respectful and kind to others
 - b. Respect the rights of others
 - c. Show respect to the law and persons in authority
 - d. Conform to the school rules
 - e. Be respectful of school (and adjoining) and personal property of self and others
 - f. Maintain exemplary personal standards of courtesy, decency and honesty
 - g. Take pride in one's work
2. All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students will understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

Reference: Board Policy 5500 Student Conduct

School Dress Code/Student Appearance

Students are expected to wear modest clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Student clothing is expected to be modest; the following clothing and accessories are not permitted:

- a. costume wear
 - b. tank tops
 - c. tops that expose the midriff
 - d. backless tops with strings
 - e. halter tops
 - f. tube tops
 - g. low cut shirts
 - h. short shorts (minimum 4-inch inseam)
 - i. short skirts (mid-thigh)
 - j. exposed undergarments
 - k. ripped clothing (pants above mid-thigh length)
 - l. pajamas and/or slippers
 - m. blankets
 - n. studded jewelry
 - o. sagging of the pants
6. Leggings/yoga pants need to be paired with long shirts/skirts or dresses that cover to the thigh area
 7. Shoes must be worn at all times in school
 8. Parents will be called to bring proper clothing for the student to wear or the student will be sent home
 9. Persistent dress code violations will be considered insubordination
 10. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Reference: Board Policy 5511 Dress and Grooming

Student Code of Conduct

It is a goal of Byron Center Charter School to maintain a positive work environment for its staff and a climate conducive to learning for its students and one which fosters respect for others regardless of their race, religion, creed, color, national origin, age, marital status, sex, disability, veteran status, sexual preference, height or weight.

Prohibited Student Conduct -- Students may be disciplined for misconduct, including but not limited to the following:

- a. **Insubordination/Unruly Conduct**
 - a. A student will not ignore or refuse to comply with directions or instructions given by school authorities.
 - b. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein
 - c. refusing to leave a hallway or any other location by a school staff member
 - d. running away from school staff when told to stop constitutes unruly conduct
- b. **Disobedience**
 - a. Disobeying rules of student conduct or directives from staff members or school officials.
- c. **Cheating, Plagiarizing, Falsification of Work**
 - a. Engaging in academic dishonesty
 - b. Cheating
 - c. intentionally plagiarizing
 - d. wrongfully giving or receiving help during an academic examination
 - e. altering report cards
 - f. wrongfully obtaining test copies or scores
- d. **Leaving School Without Permission (Closed Campus)**
 - a. All students, kindergarten through 12th grade, will not leave the school building, classroom, assigned area, or campus without permission from authorized school personnel and parent/guardian.
- e. **Persistent Tardiness or Unexcused Absences**
 - a. Frequently being late or absent without a recognized excuse.
- f. **Forgery**
 - a. A student will not sign the name of another person for the purpose of defrauding school personnel.

- g. **Fraud**
 - a. A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
- h. **False Alarms**
 - a. In the absence of a reasonable belief that an emergency exists:
 - i. calling emergency responders (calling 9-1-1)
 - ii. signaling or setting off alarms or signals indicating the presence of an emergency
 - iii. indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- i. **False Allegations**
 - a. Students who file harassment and/or assault charges against school staff, that are proven to be untrue, will be subject to disciplinary measures up to and including suspension and/or expulsion from school.
 - b. School administration will have the final authority to determine whether or not any alleged allegations are valid, and what form of discipline is deemed necessary.
 - c. The school board will have the final authority regarding expulsions.
- j. **Profanity and/or Obscenity**
 - a. A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any person.
- 11. **Loitering**
 - a. A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.
- 12. **Inappropriate Displays of Affection**
 - a. Students, especially in the middle/high school, will not engage in inappropriate displays of affection, such as:
 - a. Kissing
 - b. long embraces of a personal nature
 - c. prolonged physical contact. Examples of prolonged physical contact are hand holding and/or leaning against one another.
- 13. **Theft or Possession of Stolen Property**
 - a. A student will not, without permission of the owner or custodian of the property, take or have in his/her possession said property.
 - b. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. **Damaging Property**
 - a. Causing or attempting to vandalize or cause damage to school property or another person's personal property.
- 15. **Unauthorized Use of School /Property**
 - a. Entering or use of school property or a school facility without proper authorization.
- 16. **Smoking ,Tobacco and Vaping**
 - a. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
- 17. **Alcohol**
 - a. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
 - b. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 18. **Illegal Drugs, Substances, Paraphernalia**
 - a. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug
 - b. controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.

- c. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- d. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system
 - (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- vi. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
 - (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or;
 - (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- vii. Drug paraphernalia, including devices that are or can be used to:
 - (a) ingest, inhale, or inject cannabis or controlled substances into the body; and
 - (b) grow, process, store, or conceal cannabis or controlled substances.
- b. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

19. Fighting

- a. Instigating or participating in a physical altercation between two or more active participants.

20. Sexual Activity

- a. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

21. Weapons

- a. Using, possessing, controlling, or transferring a dangerous weapon (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) or
- b. any object which may be used to cause or threaten harm to others, including a "look alike" weapon
- c. Pepper spray, mace, or similar compounds are prohibited and are considered weapons

22. Gang Related Activities

- a. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia

23. Drones/AUV

- a. Operating an Unmanned Aerial Vehicle (AUV) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

24. Using or Possessing an Electronic Device

- a. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including:
 - a. using the device to take photographs in locker rooms or bathrooms
 - b. cheat, or
 - c. otherwise violate student conduct rules
- b. Prohibited conduct specifically includes, without limitation:
 - a. creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or

cellular telephone, commonly known as “sexting.”

- c. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- d. See the “Guidelines for Student Usage of Electronic Devices” policy for further delineation of cell phone usage permissions.

25. Disruption of the Educational Process

- a. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to:
 - a. conduct that may reasonably be considered to:
 - (a) be a threat or an attempted intimidation of a student or staff member; or
 - (b) endanger the health or safety of students, staff, or school property.

26. Violation of the Law

- a. Violating any criminal law, including but not limited to:
 - a. assault
 - b. battery
 - c. criminal sexual assault
 - d. arson
 - e. theft
 - f. gambling
 - g. eavesdropping
 - h. hazing

27. Harassment/Intimidation/Bullying/Cyber-Bullying

Bullying, harassment, intimidation, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, cyber-bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

- a. Sexual Harassment
 - a. Verbal: A written or oral sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
 - b. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
 - c. Physical: Threatened, attempted, or actually unwanted bodily contact, including but not limited to, patting, pinching, pushing the body, or coerced sexual intercourse.
- b. Gender/Ethnic/Religious/Disability/Height/Weight Harassment
 - a. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning another person’s gender, national origin, religious beliefs, etc. or conducting a “campaign of silence” toward a fellow student, staff member, or other person, associated with the District by refusing to have any form of social interaction with the person.
 - b. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
 - c. Physical: Any intimidating or disparaging action such as hitting or spitting on another person.
- c. Intimidation: Intentionally putting another person in fear of injury, physical or mental. This includes but is not limited to:
 - a. Verbal or Written Threats

- b. Physical contact with another person
 - c. Injuring another person
 - d. Damaging, destroying, or defacing any real or personal property of another person.
- d. Bullying: repeated use by one or more students of a written, verbal, or electronic expression, or physical act or gesture, or any combination thereof that is directed at a victim that meets any of the following:
- a. Causes physical or emotional harm to the victim or damage to the victim's property.
 - b. Creates a hostile environment at school for the victim.
 - c. Infringes on the rights of the victim at school.
 - d. Materially and substantially disrupts the education process or the orderly operation of the school.
- e. Cyber-Bullying: bullying through the use of technology or any electronic communication, which includes, but is not limited to any, transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant messaging, text messaging, or facsimile. Cyber-bullying includes
- a. The creation of a web page or blog in which the creator assumes the identify of another person
 - b. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law
 - c. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting is a violation of the law

28. Assaults and Threats

- a. Assaults: Intentionally causing or attempting to cause physical harm to another student, staff member or school related personnel through force or violence.
- b. Written and Verbal Assaults/Threats: A willful and serious verbal and/or written threat to inflict injury or harm upon another individual. Verbal and written bomb threats directed at the school building, school property, or a school event fall under jurisdiction of this policy.
- c. Cyber Threats: Making an intentional explicit threat on an internet website directed toward a school employee, a student, or any school-related personnel if the threat could be reasonably interpreted as threatening to the safety, welfare and/or security of the threatened individual.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the school administration.

Possession : For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

1. on the student's person
2. contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile
3. in a school's student locker, desk, or other school property
4. at any location on school property or at a school-sponsored event or
5. in the case of drugs and alcohol, substances ingested by the person

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - a. be a threat or an attempted intimidation of a staff member or
 - b. endanger the health or safety of students, staff, or school property

Reference: Board Policies: 5500 Student Conduct, 5510 Students-Sex Offender Registry; Criminal Convictions, 5512 Use of Tobacco by Students, 5513 Care of School Property, 5516 Student Hazing, 5517 Anti-Harassment, 5517.01 Bullying, 5520 Disorderly Conduct, 5530 Drug Free Environment

Search and Seizure

The Board of Directors has charged Academy authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, the school authorities may search school property such as lockers and computers used by students and/or the students' personal property, including vehicles.

Reference: Board Policy 5771 Search and Seizure

Notification to Law Enforcement Agencies

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed student or hostage	Robbery or extortion
Suspected armed student	Unauthorized removal of student
Weapons on school property	Threat of suicide
Death or homicide	Suicide attempt
Drive-by shooting	Larceny (theft)
Physical assault (fights)	Intruders (trespassing)
Bomb threat	Illegal drug use or overdose
Explosion	Drug possession or drug sale
Sexual assault	Vandalism or destruction of property
(Criminal sexual conduct)	Bus incident or bus accident
Arson	Minor in possession of alcoholic liquor or tobacco products

Guidelines for Student Usage of Electronic Devices

1. All electronic devices, including, but not limited to, cell phones, smartphones, table PC's, mobile presenters, wireless tablets, digital recorders, iPods, MP3 players, texting calculators, video/audio devices, digital cameras or laptops, are not to be used during class unless the teacher authorized usage for a class-related purpose.
 - a. In particular, cell phones are to be turned off (not in vibrate mode) and are not to be used during class time.
 - b. If the teacher gives permission for the use of a personal computer and/or digital recorder for note-taking, that is the sole purpose to which these devices should be used.
 - c. Personal electronic devices may be subject to search.
 - d. Examples of appropriate class-related purpose include, but are not limited to, accessing online text books, viewing Student Access, and use of calendar planner for academic organizations.
2. The use of any electronic devices during testing or exams, other than those sanctioned by the teacher in charge of the testing, is strictly prohibited. During the testing session, electronic devices are to be turned off and stored in a case, book bag, or purse, and may not be in the possession of the student during testing.

3. At no time may electronic devices be used in restrooms.
4. Students may access the internet, utilizing their own data plans (non-District portals), during class for only teacher-authorized, class-related purposes.
5. Students with disabilities or exceptional needs, who require electronic devices for their day-to-day functioning in the classroom, are to coordinate the use of electronics with their teacher, counselor, parent, and/or administration.
6. Any activity related to compromising the integrity of the District network will result in disciplinary actions.
7. Students may use personal electronic devices (not attached to the District's network) as follows:
 - a. High School (9th-12th) students may use electronic devices before school, after school, during breaks, and/or as authorized by the teacher for instructional purposes.
 - b. Middle School (6th-8th) students may use personal electronic devices before, after school, and/or as authorized by the teacher for instructional purposes. MS students may not use personal devices during lunch and/or passing time.
 - c. Elementary Students (K-5th) are prohibited from using personal electronic devices during the school day including recess.
8. Inappropriate use of electronic devices can carry over into the other portions of the student code of conduct, such as harassment, threatening statements, etc. As a result, the code of conduct for each of these areas will be enforced.

Acceptable Use Policy

Before a computer is used by a student in grades 5 - 12, an Acceptable Use Policy (AUP) form must be signed which outlines the conditions under which the student may participate. AUP is part of the initial enrollment procedure.

Reference: Board policy 5136 Personal Communication Devices

STUDENT DISCIPLINE

Student Discipline

The mission of Byron Center Charter School emphasizes positive character traits, and believes that all members of the school community are to work together in harmony. Students who exhibit such behavior will be shall be recognized, affirmed and reinforced for their actions.

1. An effective instructional program requires a safe, orderly and respectful school environment. Students are expected to adhere to:
 - a. Student Code of Conduct
 - b. Student Responsibilities
 - c. Classroom/Program Rules and generally conform to reasonable standards of socially acceptable behavior
 - d. They are expected to maintain a school environment conducive to a culture of learning
2. The school believes students are responsible for their own behavior and the consequences there of. When students exhibit behavior that disrupts the educational process including, but not limited to:
 - a. Violations of the Code of Conduct and rights of others
 - b. Interference with instruction and learning
 - c. Not respecting the constituted school authority and/or
 - d. Being disrespectful to the school (people and property)
 - e. Disciplinary action will be taken
3. The type of disciplinary action administered will depend upon:
 - a. The severity and frequency of the student's infractions, and shall be intended to relate in kind and degree

- b. Require student to take responsibility
 - c. Reduce the effects of any harm caused by the misconduct.
4. Sanctions and disciplinary actions for student misconduct include, but are not limited to:
 - a. Isolation from others,
 - b. Restriction from activities,
 - c. Restitution and restorative practices,
 - d. Lunch and/or after school detentions,
 - e. In- or out- of suspension up to expulsion from school
 5. The school recognizes the value and necessity of parental support and collaboration in disciplinary matters and seeks to work with parents in guiding students to making positive behavioral and educational choices, and exercise self-control. Expectations of student behavior are intended to be transparent to students and parents.
 6. Classroom teachers are to have and communicate expectations of student behavior and procedures for management of students. Any questions or concerns regarding classroom policies should be addressed with the individual teacher. Staff members with authority over students shall have the authority to take the necessary means to control any disorderly conduct of student when such conduct interferes with the educational program of the school and/or threatens the safety and welfare of others.

Staff Authority

The authority of any member of the school staff, or designate, extends to all school district students while the students are on school premises, in a school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

Failure to Follow Prescribed Intervention Strategy

If a student fails to comply with the terms of a disciplinary action determined by the school, such failure is a separate violation. The student may be disciplined for the additional violation.

Detentions

If a student receives any form detention for disciplinary reasons, a notification will be sent home mentioning the date and reason for the detention. Parents/guardians are responsible for transportation for an after-school detention. Failure to serve detention on the date given will result in further disciplinary action.

Suspensions and Expulsions

The school is to exercise discretion over whether or not to suspend or expel a student. Suspensions and expulsions are the most severe sanctions on students and cannot be imposed without due process. Emergency removals of less than 24 hours do not require a hearing; however, if an emergency removal results in a suspension, then due process must be observed. The following factors are to be used in determining a suspension or expulsion of a student:

1. age of Student
2. disciplinary history
3. whether the student has a disability
4. whether the violation or behavior threatened the safety of any student /staff member
5. whether restorative practices will be used
6. whether a lesser intervention would properly address the violation/behavior

Due Process: Short/Long Term Suspensions and Expulsions

Suspensions shall be either short term (not more than 10 days) or long term (more than 10 days but less than a permanent expulsion). The school is to ensure the appropriate **due process** is provided to a student when suspensions or expulsions are issued. The school leader may suspend a student for a period not to exceed 10 days. The Board may suspend a

student for longer than 10 days or expel a student.

1. Short Term:
 - a. Students must be given at least oral notice of the charges and an opportunity to respond prior to implementation
 - b. The school leader, or designee, shall provide opportunity to be heard
 - c. Shall be responsible for making the decision
 - d. Appeals may be addressed to the school leaders whose decision will be final.
2. Long Term:
 - a. A student and parent or guardian must be given written notice of the intention to suspend or expel and the reasons, and an opportunity to appear in front of the Board.
 - b. The student and parent are to be provided a brief description of the student's rights and the procedure of the hearing with the Board.

Snap Suspension by Teachers

1. A teacher, under Michigan law, is authorized to immediately remove and suspend a student from a class, subject or activity, up to the end of the school day, when the student's behavior is unruly, disruptive, or abusive enough that it substantially 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.
2. The teacher must immediately report the suspension to the administration. As soon as possible after the suspension, the teacher must contact the student's parent/guardian to arrange a conference to discuss the student's behavior. A school administrator will attend this conference if requested to do so by the teacher or parent/guardian.
3. Students who incur multiple snap suspensions will be subject to further disciplinary action, up to and/or including suspension or removal from school.

Maintaining Class Progress

A student will be responsible for all class work missed during any suspension.

State Mandated Expulsions

A district, or the district's designee, is required to permanently expel a pupil from the district for:

1. weapon
2. arson
3. criminal sexual conduct or
4. physical assault

to an employee, volunteer, or a person contracted by the school district, subject to the mitigating factors in MCL 380.1310d, specified below.

"State Mandated" Expulsions include:

1. **Dangerous Weapons:** A pupil found to be in possession of a dangerous weapon in a weapon free school zone, must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code- section 380.1311(2)) until such time of reinstatement under section 380.1311(5).
 - a. Dangerous weapons are defined as a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles.
 - b. Firearm is defined under the federal Gun-Free Schools Act of 1994 as:
 - i. Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
 - ii. The frame or receiver of any such weapon.
 - iii. Any firearm muffler or firearm silencer.
 - iv. Any destructive device.
 - c. A school board, or the district designee, is not required to expel the pupil if the pupil can establish in a clear and convincing manner at least one of the following:

- i. The object or instrument possessed by the pupil was not possessed for the use as a weapon, or for a direct or indirect delivery to another person for the use as a weapon.
 - ii. The weapon was not knowingly possessed by the pupil.
 - iii. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
 - iv. The weapon was possessed by the pupil at the suggestion, request or direction of, or with the express permission of school or police authorities.
2. **Arson:** A felony violation of Chapter X of the Michigan penal code MCL 750.71-80. A pupil found to be guilty of committing arson in a school building or on school grounds must be separated from the general pupil population and is expelled from all public school districts within the state. (Revised School Code - Section 380.1311(2)) until such time of reinstatement under Section 380.1311(5).
3. **Criminal Sexual Assault:** A violation of Section 520(b)-(g) of the Michigan Penal Code being MCL 750.520(b)-(g). A pupil who commits criminal sexual conduct in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311(2)) until such time of reinstatement under Section 380.1311(5). A pupil who commits criminal sexual conduct against another pupil enrolled in the same school district may be suspended or expelled from school if it is determined that the interest of the school is served by the student's suspension or expulsion. (MCL 380.1311(1))
4. **Physical Assault:** Defined in section 380.1311a of the Revised School Code as the act of intentionally causing or the attempting to cause physical harm to another through force or violence. A pupil, in grade 6 or above, who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311a(1)) until such time of reinstatement under Section 380.1311a(5).

Application of Policy for Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Reinstatement

The parent/guardian/emancipated youth may petition the board for reinstatement to The School Board of Directors, 30 days prior to the expiration of the expulsion period. The Board of Directors will provide all due process rights as defined by law.

Restorative Practices

Restorative practices may be used in addition to or in place of suspension or expulsion. Restorative practices emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Seclusion and Restraint

BCCS is committed to investing in intervention and prevention efforts and to teach practice and reinforce behavior that behaviors that result in positive academic and social outcomes for students. In the event that BCCS personnel need to restrain or seclude students it must be done in accordance with the MCL-380-1307h and the Board policies of this school which are intended to:

1. Promote, care, safety, welfare and security of the school community...
2. Encourage use Of proactive, effective, evidence- and researched-based strategies...
3. Ensure seclusion and restraint are only used as a last resort in an emergency situation ...

Interviews of Students by Police or Other Public Agencies

The school endeavors to cooperate with law enforcement agencies.

1. Students may be interviewed in school by law enforcement officials.
2. School officials will grant law enforcement interviews with a student after considering:
 - a. the type of incident

- b. seriousness of the incident
 - c. age and maturity of the student
 - d. relationship of the incident to school and the educational process and
 - e. whether time is of the essence
3. When practical, school personnel will be present during the police interview
 4. An attempt will be made to contact the parent/guardian prior to the interview
 5. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the school that an interview has taken place

Reference: Board policy 5540 Interrogation of Students , 5600 Student Discipline, 5610 Emergency Removal, Suspension, and Expulsion of Students, 5611 Due Process, 5630.01 Seclusion and Restraint, 5772 Possession of Weapons

MID/HIGH SPECIFIC

Graduation Requirements

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at graduation ceremonies.

1. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.
2. Credit may be earned by:
 - a. Traditional course work
 - b. Demonstrating mastery of subject area content expectations or guidelines for the credit
 - c. Related course work in which content standards are embedded
 - d. Testing out
 - e. Dual enrollment
 - f. Online class
3. Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum
4. Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P. may participate in graduation activities as recommended by the student's I.E.P. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.
5. For State-mandated curriculum requirements, a student shall be granted credit toward graduation if s/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if s/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a Test Out examination is used as the assessment for successful attainment of the subject area content, a score of 80% or better is required (see Test-Out Policy).
6. The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided s/he completes the same content requirements as the high school subject area, and the student has demonstrated the same

level of proficiency on the material as required of the high school students.

7. Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.
8. Seniors must meet all financial obligations to any class, school organization, or to the school before they receive their diploma and/or participate in graduation ceremony.

Diploma Requirements

1. A **BCCS Diploma** is awarded to students who complete 22 credits. The Michigan Merit Curriculum which consists of 18 credits plus an additional 4 elective course credits.
2. A **Michigan Basic Diploma** is awarded to students who complete the 18 credit hours required by the Michigan Merit Curriculum. This option would be available for special education or 504 students due to modifications and/or accommodations needed as determined by the student's IEP or 504 Plan. Rare cases where-by extenuating circumstances (life changing events, personal health) parents/guardians may petition for MI Basic Diploma. Approval is discretion of a child study review team lead by the building principal. Considerations include:
 - a. Background Information
 - b. Disposition/Reason for request
 - c. Other Options Considered
 - d. EDP Alignment
 - e. Transition from HS
3. A **Certificate of Completion** may be given to students in special education who are being taught an alternative curriculum. It is not considered a diploma. Students who receive a certificate of completion may attend graduation with their classmates but continue to be eligible for special education services until they are 26 years old.

Personal Curriculum

1. A tool that allows certain modifications to be made to the requirements of the Michigan Merit Curriculum. A parent or teacher may request a personal curriculum but strict requirements must be met in order to qualify.
2. State statute allows personal curriculum modification in order to:
 - a. Go beyond the academic credit requirement by adding more math, science, English language arts, or work language credits
 - b. Modify the State Content Standards for math
 - c. Modify, when necessary, the credit requirement of a student with an IEP.
 - d. Modify credit requirements for a student who transfers from out of state or from non-public school and is unable to meet the MMC requirements.

Michigan Merit Curriculum

1. The Michigan Merit Curriculum (MMC) requires eighteen (18) credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work in humanities course sequences, career and technology courses, industrial technology or vocational education, or through a combination of these programs. In addition, students entering the 3rd grade in 2006 (class of 2016) will need to complete two (2) credits of a language other than English in grades 9-12; OR an equivalent learning experience in grades K-12 prior to graduation.
2. Credits include:
 - a. 4 Credits - Mathematics that are aligned with subject area content expectations developed

by MDE including completion of:

- i. algebra I
 - ii. geometry
 - iii. algebra II
 - iv. one credit senior year
 - v. or an integrated sequence of this course content that consists of three (3) credits, and an additional mathematics credit, such as trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, or a retake of algebra II.
 - vi. A student may complete algebra II over two (2) years with a credit awarded for each of those years.
 - vii. Each student must successfully complete at least one (1) mathematics course during his/her final year of high school enrollment.
 - viii. This does not require completion of mathematics courses in any particular sequence.
- b. 4 Credits - English Language Arts - aligned with subject area content expectations developed by MDE.
 - c. 3 Credits – Science - aligned with subject area content expectations developed by MDE.
 - i. biology
 - ii. physics or chemistry
 - iii. one (1) additional science credit
 - d. 3 Credits - Social studies - aligned with subject area content expectations developed by MDE.
 - i. .5 credit in civics
 - ii. .5 credit in economics
 - iii. U.S. history and geography
 - iv. World history and geography
 - e. ½ Credit - Physical education - credit guidelines to be developed by MDE
 - f. ½ Credit - Health - credit guidelines to be developed by MDE
 - g. 1 Credit - Visual, performing, applied arts credit guidelines to be developed by MDE.
 - h. 2 Credits of a language other than English in grades 9-12 *or an equivalent learning experience in grades K-12 prior to graduation.

3. Additional information

- a. The District shall administer the State Required Assessment(s) to students in grade 11 and to students in grade 12 who did not take the complete State Required Assessment(s) in grade 11, in accordance with State law and the assessment provisions of the Michigan Department of Education (MDE). Each principal is to determine, based on results on the required tests, which students are in need of special assistance in order to have a fair opportunity to achieve credit toward graduation.
 - b. A number of new and revised guidance documents and tools are available at the MDE Office of School Improvement website (www.michigan.gov/mde).
 - c. The Michigan Department of Education's Personal Curriculum Modifications will also be permitted if approved by the principal, counselor, and parent.
 - d. All students must be enrolled in a school approved educational program for eight (8) semesters. A minimum of three (3) credits must be earned while in attendance at Byron Center Charter (exceptions may be granted by the Principal).
4. Graduation requirements for a special education student shall be the same as for a general education student with exceptions permitted as determined by State Statute.
5. Twenty-three high school credits are required to be earned to receive a diploma from Byron Center Charter School. Students lacking not more than one credit at graduation time will be permitted to participate in commencement exercises, provided they are enrolled in a summer school class, or in a summer credit recovery program, approved by the school principal or his/her designee, for the necessary credit. The diploma will be withheld until all graduation requirements have been fulfilled.

Service Hours

Forty five (45) hours of community service is required. In addition, students are required to take any state required assessments.

Educational Development Plan (EDP)

1. Each student shall have the opportunity to develop an Educational Development Plan (EDP) during the 7th grade and shall have developed an EDP prior to starting high school.
2. The plan must be based on a career exploration program and high school readiness scores, to assist the student in identifying career development goals as they relate to academic requirements.
3. Effective July 1, 2011, each student shall review his/her educational development plan in 8th grade and shall revise the plan as appropriate before entering high school.

Reference: Board Policy 5460 Graduation Requirements

Byron Center Charter School Graduation Requirements Summary

4 English Language Arts Credits	<ul style="list-style-type: none">• 1 credit in 9th, 10th, 11th and 12th grade
4 Mathematics Credits	<i>1 credit in 9th, 10th, 11th, and 12th</i> <ul style="list-style-type: none">• Algebra I• Geometry• Algebra II• math or math-related credit
3 Science Credits	<ul style="list-style-type: none">• Biology• Chemistry• additional science credit
3 Social Studies Credits	<ul style="list-style-type: none">• ½ Civics credit• ½ Economics credit• 1 U.S. History credit• 1 World History credit
1 Physical Education/Health Credit	<ul style="list-style-type: none">• ½ Physical Education credit• ½ Health credit
1 Visual and Performing Arts Credit	<ul style="list-style-type: none">• 1 credit in band, drama, or other approved course for credit
2 World Language Credits	<ul style="list-style-type: none">• 2 credits
4 Applied Learning Credits	<ul style="list-style-type: none">• Elective classes approved for credit. May be online learning, KCTC classes, dual enrollment, or other courses offered by BCCS.
Online Learning Experience	<ul style="list-style-type: none">• Online course is incorporated into one or more required credits
Total BCCS Requirements:	22 Credits and 45 hours of community service

Sample Student Schedule

Note: Actual Schedule May Vary

<p>9th Grade <i>English 9</i> <i>Algebra</i> <i>World History</i> <i>Biology</i> <i>Spanish</i> <i>Band</i></p>	<p>10th Grade <i>English 10</i> <i>Geometry</i> <i>US History</i> <i>Physical Science</i> <i>PE/Health</i> <i>Band</i></p>
<p>11th Grade <i>English 11</i> <i>Advanced Algebra</i> <i>Chemistry</i> <i>Government/Economics</i> <i>Elective</i> <i>Band</i></p>	<p>12th Grade <i>English 12</i> <i>Statistics</i> <i>Elective</i> <i>Elective</i> <i>Elective</i> <i>Band</i></p>

Grading and Exam Policy for 6th – 12th grades

Classes at BCCS will adhere to the following grading structure for semester grades and credit:

- Each semester will consist of two weighted quarter grades and 1 weighted exam grade.
- Each quarter will be worth 45% of the semester grade and the exam will be worth 10% of the semester grade.

Example:

Quarter	Quarter	EXAM	Semester
45%	45%	10%	=Final Grade

Exams:

All classes in grades 6-12 will be given a final semester exam. This includes core classes, music, and physical education. The exam schedule will be executed on 3 half days, with 2 exams per day.

Seniors may be exempt from second semester exams. Overall course grade and attendance will help determine exam exemptions. Refer to the senior exam exemption document for more details.

Earning Credit (3 different ways):

1. Students at BCCS may earn credit for their classes by passing both quarters and their semester exam.

Example:

Quarter	Quarter	EXAM	Semester
85/B	90/A-	87/B+	87.45/B+

In the above scenario, the student would earn the graduation credit and the grade for the semester.

2. If a student happens to fail the class using grade averaging, but has passed two of the three sections (Q3, Q4, Exam), they will receive graduation credit for the class.

Example:

Quarter	Quarter	EXAM	Semester
63/D-	55/F	65/D	=59/F

The above scenario shows that a student has passed Q3 and the exam. The semester grade earned is an F. However, because the student passed two out of three terms, he or she will earn credit towards graduation. The grade remains an F on the transcript, but the student has demonstrated enough proficiency to earn the credit for the class.

3. If a student happens to fail both quarters, but can earn a 70% or higher on the semester exam, graduation credit will be received for the class.

Example:

Quarter	Quarter	EXAM	Semester
55/F	55/F	75/C	57/F

This scenario shows that a student did not pass either quarter, but managed to pass the exam with a 75. The grade earned for the class remains an F, but the student has demonstrated proficiency on the exam to earn the credit for the class.

Eligibility for Extra-Curricular Activities – Grades 6 - 12

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as student council, recreational sports, drama, and the like.

Extracurricular activities can refer to activities during the school day, after school hours, or on weekends.

All students are permitted to participate in extra-curricular activities as long as they meet the following eligibility requirements:

Academic requirements:

1. Beginning each year students who fail one or more classes in the prior marking period and/or semester will be placed on an *Ineligibility for Extra-Curricular Activities* list for the following marking period.
2. *Ineligible* students have opportunity to become *Eligible* to participate in extra-curricular activities on a weekly basis
3. Listed ineligible students must complete and submit the *Eligibility Form* by 12:00/ noon of the Monday (first day of the week) for the week when the activities take place.
4. The grade is based upon the student's performance as of the Friday (end of the week) preceding the week of extra-curricular activities
5. Faculty and Staff will be notified of students who meet eligibility requirements

Eligibility requirements:

1. Student must accurately complete and submit the *Eligibility Form* by the deadline - eligibility forms are available and maintained in the office
2. Each teacher must initial form if student's current grade is C- or better at that time
3. Parent(s)/Guardian(s) must initial form giving permission for student to participate for the following week

Behavior/Citizenship requirements:

1. During the school year, students shall conduct themselves in such a manner as to not discredit the school, team, club, or themselves. Examples of behavior unbecoming of a student are, but not limited to: vandalism, theft, insubordination, etc.
2. Students who receive a suspension from school and/or who have exhibited unbecoming behavior at school or a school sponsored event forfeit their eligibility to participate for an amount of time to be determined by the administrator in consultation with the coach/supervisor.

Reference: Board policy 2430 Academy Sponsored Clubs and Activities, 5730 Equal Access for Non-school Sponsored Student Clubs and Activities, 6152 Student Fees, Fines, and Supplies

Dual Enrollment

Dual enrollment permits an eligible high school student to take a college class while still enrolled in high school. The college class may be taken for high school credit, college credit, or both. The law that governs the dual enrollment program provides that a portion of the cost may be paid for by the school district. It does not cover fees for books, transportation, parking costs, or activity fees.

Eligible classes at college are generally in academic areas in which the student has exhausted the high school curriculum, or in classes not offered by the high school. All dual-enrollment courses must be approved before the student registers. The student must register through the college's admissions office.

Students interested in enrolling in a dual enrollment (MDE, Dual Enrollment, 2007) must meet the following requirements. When all requirements below are met then the student and parent/guardian can meet with school counselor and transition coordinator.

1. Student **meets the testing scores** in the subject area in order to qualify for dual enrollment
2. Student is at least **16 years** of age
3. Student is in the **11th or 12th** grade
4. Student is enrolled at **both** BCCS and post-secondary school, for the time of taking dual enrolled class
5. The class is **not offered at BCCS** and is not a physical education, religious, or leisure skill class
6. Student is taking the course as a post-secondary credit only, for high school credit, or both
7. Student understands that post-secondary courses **will not** replace a failing grade
8. Student agrees to maintain **regular attendance** at BCCS and the post-secondary class
9. The student and parents have met with school counselor and transition coordinator
10. Each party will sign the Dual Enrollment form indicating that all requirements have been met

Reference: Board Policy 2271 Postsecondary (Dual) Enrollment Option Program

Test-Out Policy

Byron Center Charter School allows students alternatives to earning high school credits with the written approval of the principal or designee. In accordance with the MMC law Section 380.1278(a)(4)(c), "a school district or public school academy shall also grant a student credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit". The requirements for testing out of a Byron Center Charter School course are as follows:

1. To receive credit, students will need to exhibit mastery of the subject matter by attaining a grade of not less than an 80% on a district created assessment. In the absence of a final exam, or in addition to, the student may be required to demonstrate mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
2. Credit earned is to be based on a "pass" grade and will not be included in a computation of a grade point average.
3. Credit will be counted toward fulfillment of a requirement for a subject area course and will be counted toward fulfillment of a requirement as to course sequence.
4. Students may not receive credit thereafter for a lower course sequence concerning the same subject area.
5. Successfully "testing out" of a course may count toward the 22 credits needed to meet Byron Center Charter Schools graduation requirement. The class will appear on the student's transcript
6. Student's desiring to try and "test out" of a class must fill-out a request form, and submit the written request to the office no later than the last scheduled school day of each semester or prior to the beginning of school. Tests will then be administered in two-week windows at the beginning and end of each school year, as well as at the semester.

7. A middle school student may also test out of a high school course, as long as they meet the same expectations and proficiency level as high school students.

Reference: MMC law Section 380.1278(a)(4)(c)

Student Driving Policy

1. Student parking on school property is a privilege, not a right.
2. Students are required to register their vehicles by completing the online “Student Driver’s Form” on the school’s website.
3. Students may park in designated (numbered spaces) areas.
4. Students are required to notify the office if there is a change in vehicles.
5. Student drivers have a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others.
6. Student must be aware that vehicles on school property may be subject to search and prohibited items discovered during a search may result in student discipline.
7. Discipline for parking violations or misconduct includes all disciplinary measures in the Student Discipline and Code of Conduct and/or including loss of parking privileges.
8. School is not responsible for motor vehicles, damage or theft including personal property.
9. Students may transport students other than immediate family members as long as the office has written permission from the parents/guardians of both parties.

Reference: Board policy 5514.01 Student Use of Motor Vehicles

Work Permits

Any student wishing to obtain the necessary paperwork to receive a work permit should make a request to the school office.

ELEMENTARY SPECIFIC

Elementary Recess

Outdoor recess is an integral part of the school day and provides students with a break from structured classroom time. Recess promotes opportunities for physical exercise and social development.

1. Children are expected to come to school prepared to participate in outdoor recess.
2. When winter weather conditions exist, it is essential that children have the proper clothing to prevent hypothermia. Hypothermia may result if the body’s heat loss is greater than its rate of producing heat.
3. Appropriate outerwear such as a pair of gloves or mittens, a warm coat, and hat is essential for healthy and safe outdoor play. Same should be said if rain is in the forecast for that particular school day.
4. Outdoor recess will be held **with the following restrictions:**
 - a. If the temperature is between 0 to 32 degrees Fahrenheit (including wind chill factor):
 - i. Coats must be zipped; hats and gloves or mittens must be worn at all times
 - ii. Children must be closely observed by the staff for signs of hypothermia
 - iii. The teacher on duty may shorten the length of outdoor recess time if deemed necessary
5. Recess will be held indoors in the event of precipitation (rain, heavy snow, sleet, etc.) as determined by the teacher.
6. Recess will be held indoors if the temperature is below zero degrees Fahrenheit (including wind chill factor).
7. Indoor recess will be in the classrooms and activities will be provided by the teacher.

SCHOOL COMPLIANCE AND REGULATIONS

Equal Educational Opportunity

It is the policy of this school to provide an equal education opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School's Compliance Officer at 616-878-4852.

Reference: Board policy 2260 Nondiscrimination and Access to Equal Education Opportunity

Parent and Family Engagement Policy

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school to educate all students effectively, the school and parents must work together. To ensure that the interests of parents and the educational needs of students are identified and served, the school must develop collaborative relationships between home and school. When teachers and parents communicate and share similar high and realistic expectations for student achievement and behavior, students can be expected to learn more and perform better in school.

To this end, the Board supports the development, implementation, and regular evaluation of a parent involvement program. The program will be comprehensive and coordinated in nature, and it will be appropriate to the interests of its families and the needs of its students. It will include, but not be limited to, the following components:

1. Communication between home and school is regular, two-way and meaningful.
2. Responsible parenting is promoted and supported.
3. Parents play an integral role in assisting student learning.
4. Parents are welcome in the school, and their support and assistance are sought.
5. Parents are full partners in the decisions that affect children and families.
6. Community resources are made available to strengthen school programs, family practices, and student learning.

The Board supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Additionally, it is recommended that the programs be responsive to the needs of families, and that they link parents with services in the community that provide support for student success.

Reference: Board Policy 2112 Parent Involvement in the Academy Program

Student Records / Ferpa

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to:

1. the student's name;
2. the name of the student's parent or other family members;
3. the address of the student or student's family;
4. a personal identifier, such as student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled.

Individuals have the right to file a complaint with the United States Department of Education if they believe the District has violated FERPA or the Protection of Pupil Rights Amendment. Parents and/or eligible student who believe their rights have

been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Age of Majority

Although students reach legal adulthood on their eighteenth birthday, they are still regarded by law as enrolled students and must obey the rules and regulations established by the Board of Education and the administration. If an adult student, and the parent or parents of that student, wish to have all school contact and correspondence on matters affecting the student directed to the student personally, the parents and the student must sign a form available from the high school office requesting this procedural change. When a student has exercised this option, all absences for doctor, dentist, orthodontist appointments, etc., must be verified in writing from the professional's office.

Reference: Board Policy 5780 Student/Parent Rights, and FERPA as written

The Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) was enacted in 1978, and applies to student surveys, instructional materials or evaluations funded by the federal government that deal with highly sensitive issues.

What rights do parents have under the PPRA?

1. Parents have the right of written consent before their children are required to participate in any federally funded survey, analysis or evaluation dealing with information concerning:
 - a. Political affiliations;
 - b. Mental and psychological problems potentially embarrassing to the student and his/her family;
 - c. Religious affiliations and beliefs;
 - d. Sex behavior and attitudes;
 - e. Illegal, anti-social, self-incriminating and demeaning behavior;
 - f. Critical appraisals of individuals with whom respondents have close family relationships;
 - g. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers; or
 - h. Income (other than that required by law to determine eligibility for a program).
2. If the survey, analysis or evaluation that deals with issues listed above are not federally funded, written consent is not required but parents must be notified in advance of the survey and have the right to opt their children out of participating.
3. In either case, schools and/or their contractors must make these instructional materials or surveys available for inspection by parents ahead of time, to allow them to decide whether to consent or opt out.

The PPRA also grants parents the right to receive notice and an opportunity to opt their children out of:

4. Any non-emergency, invasive physical exam or screening administered by the school unnecessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
5. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

If you believe your PPRA rights have been violated, you should take the actions listed above under FERPA.

Reference: Board Policy 5780 Student/Parent Rights

Notice of Right to Know Teacher Qualifications

The federal ESSA of 2015 requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teachers. Parents have the right to know about the teaching qualifications of child's teachers in any school receiving Title I funds. We are pleased to report that all BCCS teachers and teacher assistants have met the Michigan qualifications and licensing criteria, and are considered Highly Qualified for their respective roles. Further information regarding teacher qualifications may be found in the school's annual report.

Reference: Board Policy 5780 Student/Parent Rights

Controversial Issues in the Classroom Policy

The Byron Center Charter School Board of Directors believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic likely to arouse both support and opposition in the community. Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

1. is related to the instructional goals of the course of study and level of maturity of the students;
2. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

The Principal shall develop administrative guidelines for dealing with controversial issues.

Reference: Board Policy 2240 Controversial Issues

Review of Instructional Materials

Parents have the right to review any instructional materials used in the school, particularly those dealing with instruction in health and sex/reproductive health education. Parents of students receiving reproductive health education will receive advance notification of instruction. Any parent who wishes to review materials should contact the principal at 878-4852 prior to coming to the School.

Reference: Board Policy 2210.01 Right to Inspect Instructional Materials

Mckinney-Vento Homeless Education Assistance Act

Children identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the school. To that end, homeless students will not be stigmatized or segregated based upon their status as homeless.

1. Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible.
2. Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
3. Attend a school and participate in school programs with students who are not homeless.
4. Enroll in school without giving a permanent address.
5. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
6. Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
7. Receive the same special programs and services, if needed, as provided to all other students served in these programs.
8. Receive assistance to school and to school programs.

School liaison: Holly Cravino, phone: 616-878-4852

Reference: Board Policy 5111.01 Homeless Students

Mandated Reporter Policy

In accordance with section 3(a) of MCL 722.623, the Michigan's Child Protection Law identifies teachers, school counselors, administrators as mandated reporters. The Child Protection Law requires mandated reporters who have reasonable cause to suspect child abuse or neglect to make an immediate oral report to the Michigan Department of Health and Human Services (MDHHS) followed by a written report within 72 hours.

Annual Notifications

Asbestos Hazard Emergency Response Act (AHERA)

In compliance with AHERA (CRF 40 763.91) Byron Center Charter has been surveyed for asbestos containing building materials (ACBMs). The most recent inspection occurred January 2018. Results of the survey and the management plan are available for public view in the office during regular school hours.

Re-inspections will be conducted every three years, and a periodic surveillance will be conducted every six months thereafter. The Asbestos Management Plan compliance will be monitored by the School’s trained “Designated person”. If ACBMs are found, the management plan will be enacted and notification conducted in accordance with applicable law, to maximize the level of environmental safety. Emergency response to any friable asbestos will be performed by certified personnel in full regulatory compliance.

Water Testing

Byron Center Charter School tests its water as required by the Michigan Safe Drinking Water Act, R325.10416. Results of these water safety tests are available upon request in the office.

Pesticide Advisory To Parents / Guardians

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Byron Center Charter School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school / day-care center, which is located at 9930 Burlingame Ave. SW, on the main lobby bulletin board . The second method will be by the method(s) checked below:

- Posting in a public, common area of the school or day care center, other than an entrance. We will post in the _____.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian of a student of the school / day-care center or a message is recorded on an answering machine.
- Providing the students of the school or children of the day-care center with a written notice to be delivered to their parents or guardians.

_____ Posting information on the school or day-care center's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.