

Byron Center Charter School Student Handbook



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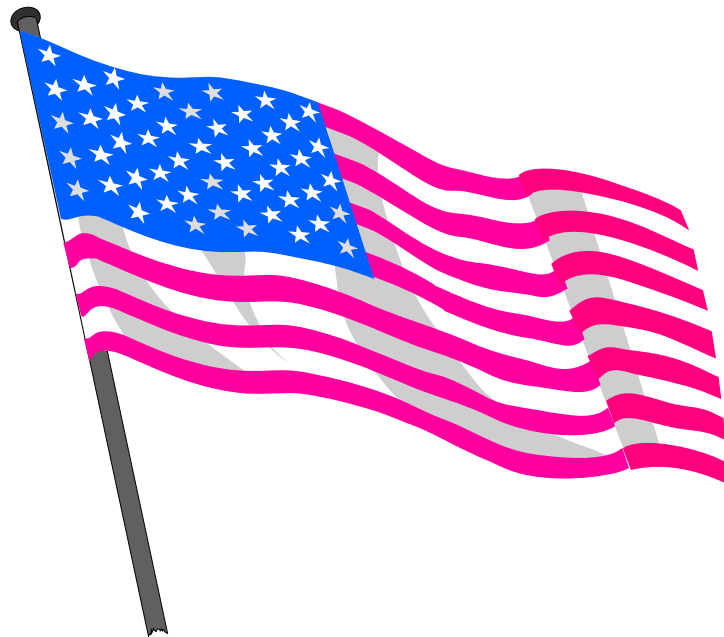
“Personal Connection – Academic Excellence – Positive Character”

Mission Statement

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

Philosophy

Byron Center Charter School focuses on character values and academics. BCCS believes that to teach a child created by God is a noble calling; that throughout life, parents are a child's first teachers with the primary right and responsibility for their child's education. BCCS believes a quality education is rooted in character, competence, academic excellence and hard work. The School seeks to assist a child to develop self-esteem and self-respect. BCCS also encourages a child to be honest, fair, and compassionate, as well as to have a social conscience and environmental awareness.



BCC SCHOOL PLEDGE

"Making a Difference"

Today I promise to do my best.
To strive for excellence is my quest.

I will respect those in authority and abide by our rules,
Using fairness, honesty, and compassion as tools.

I will develop a social conscience, and treat the earth with care.
We are all created equally—of this I am aware.

I will move forward with courage in ways that are just.
I will accept responsibilities—be someone you can trust.

For I know that if it is to BE,
Making the difference is up to ME.

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 will be administered uniformly and fairly, without partiality or discrimination.

WHEN AND WHERE THE HANDBOOK APPLIES:

All rules apply before, during, and after school:

- When a student is at school.
“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.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

ATTENDANCE:

Byron Center Charter emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

DEPENDABILITY (coming to work regularly and on time) is the number one trait employers seek when hiring high school graduates. Poor attendance is also the number one reason why employees are discharged. By promoting good school attendance, we are helping our students prepare for future success.

Regular school attendance is required by Michigan law and is the responsibility of parents and students. **High school students who accrue 14 or more absences (whether excused or not) per class per semester, will fail to earn credit in those classes. Students who accrue an 8th absence for a class that meets every other day will fail to earn credit in those classes.** Beginning with the 8th absence in each class that meets everyday, or the 4th absence in classes that meet every other day, students may make up class absences by attending a one hour after school make up session. A one hour make up session can reverse one class period absence. Students are strongly encouraged to make up these absences at this point and not wait until credit is lost. Students will be responsible to sign up in the office, with parental permission, to stay after school. Students will not be permitted to make up any absences for a particular semester once that semester ends; therefore losing class credit.

Homework: Students will be allowed to make up work that is missed during excused absences. To receive full credit, students will be given one day, for each day absent, to make up the work. 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.

A student receiving an unexcused absence will be required to complete all schoolwork missed. The assignments will be graded as late work.

Any homework requested during an illness will be issued at the teacher's discretion. 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, it will be graded as late work.

Upon return from an illness or vacation, it is the responsibility of the student to ask their teacher(s) for any additional work missed.

Vacation HW requests: 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.

If work is requested in advance, any work issued will be due upon the student's return. 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.

School Related absences: A request form must be handed in at least 24 hours in advance if a parent would like the administration to determine if an absence can be counted as school related so as to not count against the student's absences.

CLASS PARTICIPATION: Classes which use participation as a major part of the student's grade (i.e. physical education) will use the following attendance policy: Students who are absent from class five or more times will not earn credit in that class for that marking period.

All students' attendance records become part of their final transcript.

Call-In Procedure

A parent/guardian must call the school at 878-4852 by the start of school the day following the absence to be considered an excused absence. In cases of extended absences the parent/guardian must notify the school of the number of days the student will be absent to avoid having to call in each day. If a student is absent for more than 5 consecutive days a physician's statement may be required.

Tardies

Middle and high school students change classes periodically throughout the day. It is important that they be prepared to begin each class when it meets. If a student is late for class, they will be given a tardy. Every 3 times a student is tardy to a class in one marking period will be counted as one absence.

If a student misses more than 10 minutes of a class period, an absence will be counted.

Three tardies and/or absences to seminar class in one marking period may result in disciplinary action which may include loss of driving privilege or detention.

Elementary students arriving after 9:00 a.m. or leaving before 2:00 p.m. will be marked as ½ day absent.

ACADEMIC INFORMATION:

HOMEWORK

Byron Center Charter School believes that homework is an integral part of the learning experience. Homework is defined as a lesson to be studied or schoolwork to be completed outside of the classroom. It is also defined as preparatory reading or research. Students will be expected to complete an increasing amount as they progress through each grade level, and as each teacher deems appropriate.

PARENT / TEACHER CONFERENCES

Parent / teacher conferences play an integral part in the growth and development of your child. Parents or teachers may request intermittent conferences if necessary. We believe that communication between school, staff, and parents is absolutely essential to maximizing your child's potential. Parents are always welcome to call or visit your child's classroom.

SCHOOL SUPPLIES

Students will supply their own materials as suggested per teacher. 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.

REPORT CARDS / PROGRESS REPORTS

Report cards will be issued after the conclusion of each marking period, approximately every nine weeks. We encourage you to 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. Intermittent progress reports may be sent home for all students.

BYRON CENTER CHARTER SCHOOL

GRADUATION REQUIREMENTS

23 Credits needed to graduate:

English Language Arts	4 credits
Math	4 credits
Social Science	3 credits
Science	3 credits
Fine Arts	1 credit
Physical Education	1 credit
Applied Learning	7 credits
Community Service	60 hours

1 credit = class meets everyday all year

½ credit = class meets 2 or 3 days per week all year

Students who transfer into BCCS, and desire a high school diploma from BCCS, must obtain a minimum of 3 credits from courses taken their senior year at Byron Center Charter School's high school.

COMPUTER / INTERNET GUIDELINES

Byron Center Charter School is committed to the use of state-of-the-art technology in the instruction of its students. The resources available through technology are such that they cannot be ignored if our students are to be successful students.

The following are guidelines for the use of all technology at BCC:

- Internet access through BCC shall not involve any sights considered inappropriate by staff.
- Students may use the Internet to search for information on subjects approved by their classroom teacher but may not explore the Internet freely or unsupervised. Whenever possible the classroom teacher, parapro, or an approved adult will make a search on the subject before the students are allowed to conduct their search.
- A BCC staff member must be present in the room at all times while a student is using the Internet. The staff member must be made aware by the student when that student logs on to the Internet and be made aware of what subject matter is being researched by the student.
- No student will give out personal information about themselves unless approved by BCC staff and their parent(s) or legal guardian.
- It will be understood that no E-mail will be completely private. Student E-mail may be permitted for academic purposes only, and will be monitored.
- No equipment will leave the campus of BCC without approval from the administration.
- Discipline for misuse of equipment will be determined by the staff.
- In order to access the Internet, a student must have a teacher log on to the system.
- All students grades 7 through 12 will be asked to sign an "Acceptable Use Policy" along with their parent/guardian. This policy must be signed and returned to staff prior to using any school computer.

EXTRA-CURRICULAR ACTIVITIES

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

Academic requirements:

- Each student involved in extra-curricular activities must maintain a C- or 1.7 grade point average (GPA) for each immediately preceding marking period.
- Career Center performance will be evaluated and included in determining the students GPA.
- Eligibility will be determined each marking period. Students below a C- or 1.7 GPA will be ineligible to participate in extra-curricular activities for the following nine (9) week marking period.

Behavior/Citizenship requirements:

- 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.
- The student may not receive more than one unsatisfactory mark in citizenship on the biweekly eligibility form.
- Students receiving an in-school or out-of-school suspension are ineligible to participate for the following two weeks.
- The coach / advisor may declare a student under their leadership ineligible for two weeks for unbecoming behavior.
- Students who fail to meet the biweekly standards will not participate in the following two weeks activities.
- Students who are ineligible twice within a single marking period will remain ineligible for the remainder of that marking period.

Code of Conduct

Philosophy Statement

Byron Center Charter School's athletic program is based on the idea that physical exercise, competition, and recreation are important aspects of a complete education. The school believes participation in after school sports and extra curricular activities is a privilege, and therefore can be revoked for improper conduct as determined by the school administration.

Requirements of Participation:

1. Parental and Student Acknowledgment of Athletic Policies –

At the time a student begins practice for an athletic team, he or she will be presented with this Athletic Code of Good Conduct. Each parent or guardian and athlete must read the material and certify that they understand the athletic eligibility rules and policies of Byron Center Charter School. This signed document will be kept at the school.

2. Team Meeting –

Before practice begins for each individual sport, a team meeting will be held for all participants. At this meeting, the coach and/or athletic director will explain and review the Athletic Code of Good Conduct and other expectations for the upcoming season. The coach will ensure that all participants understand the requirements for participation.

3. Physical Examination –

A yearly physical is required for interscholastic sports. The physical card must be completed by the physician and submitted to the school office prior to participation. The examination will cover participation in all sports for the school year provided it was administered after April 15.

4. Equipment Responsibilities –

All athletes are responsible for the proper care and security of equipment and uniforms issued to them. School furnished equipment is to be worn only for contests and practices. All equipment not returned in good condition at the end of the season will be subject to financial penalty.

5. Academic Eligibility –

In order to participate on an athletic team, each athlete must satisfy all of the academic eligibility requirements prior to participation. These requirements are found in the student handbook and are listed below:

- a. Each student involved in extra-curricular activities must maintain a C- or 1.7 grade point average (GPA) for each immediately preceding marking period.
- b. Career Center performance will be evaluated and included in determining the students GPA.
- c. Eligibility will be determined each marking period. Students below a C- or 1.7 GPA will be ineligible to participate in extra-curricular activities for the following nine (9) week marking period.
- d. An ineligible student may try out for or continue to practice with an athletic team, but may not participate in any scheduled contests or events.
- e. The Athletic Director will inform students of their ineligibility and will provide coaches with a list of ineligible students.
- f. Special consideration may be given to a student with a GPA lower than the requirements set forth above or who has failed a course if the teaching staff feels that circumstances warrant a review of the situation. If this is the case, the student's teachers will give consideration to the student's performance in relation to ability, attitude toward learning, completion of daily assignments, performance in class, effort and behavior.

6. Standards of Conduct and Behavior –

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, snap suspension, etc.

- a. The student may not receive more than one unsatisfactory mark in citizenship on the biweekly eligibility form.

- b. Students receiving an in-school or out-of-school suspension are ineligible to participate for the following two weeks.
 - c. The coach may declare a student under their leadership ineligible for unbecoming behavior.
 - d. Students who fail to meet the biweekly standards will not participate in the following two weeks activities.
 - e. Students who are ineligible twice within a single marking period will remain ineligible for the remainder of that marking period.
 - f. Students may not use or possess alcohol, illegal drugs, or tobacco, whether on or off school campus, at any time during the day or evening. Students who violate this rule will be declared ineligible for the remainder of the season.
 - g. A student loses eligibility if he or she commits any illegal acts.
 - h. Repeated violation of school rules may result in loss of eligibility.
 - i. Fighting and flagrant unsportsmanlike conduct will not be tolerated. Fighting and flagrant unsportsmanlike conduct is defined as an invitation to fight; following an opposing player during a disturbance; making menacing or taunting gestures or sounds; punching; and wrestling or tackling an opponent as part of an altercation. In addition, no player may leave the player bench or bench area to approach an altercation. Any athlete who becomes involved in fighting or flagrant unsportsmanlike conduct will be removed from the contest in which he or she is involved and will be suspended for at least one additional contest. The school administration will have the final authority as to the length of any suspensions, and/or the length of extra curricular ineligibility. If it is deemed to be in the best interest of the school, and/or the team, the school administration may declare a student ineligible for extra curricular activities based upon formal charges of illegal activity, whether or not they stemmed from activity at school or at a school related function.
7. Individual Sport Rules –
Coaches may establish additional stipulations, with the approval of the Athletic Director, for their respective sports.
8. Travel –
All athletes must travel to and from out-of-town athletic contests in transportation provided by the school unless parents make previous arrangements for an exceptional situation.
While traveling with the team:
- a. Athletes must remain with their team and under the supervision of the coach at all times.
 - b. Dress should be appropriate, in good taste, and in keeping with the school dress code.
9. Attendance –
Students who miss all or any part of a school day because of illness must not participate in a contest or practice on that date. Students missing school for other reasons must have a written excused absence in order to participate. A student who is unexcused for all or part of the day will not be allowed to participate in any practice or contest on that date. Students who are excused,

and not ill, must be in school at least ½ day to participate in any practice or contest on that date.

10. Emergency Medical Authorization –

Each athlete's parent(s) or guardian(s) will complete an Emergency Medical Authorization card giving permission for treatment by a physician or hospital when a parent is not available. The card will be kept with the head coach for availability at all practices and games. It is understood that the school will pursue medical treatment for an athlete only in case of an emergency. Parents will be contacted as soon as possible.

11. Insurance – Byron Center Charter School does not carry insurance to cover student athletic injuries. Parents need to sign acknowledging that they possess a family insurance plan and that they waive any liability upon Byron Center Charter School.

General Guidelines for Sportsmanship:

1. Understand and appreciate the rules of the contest. Refrain from expressing opinions on the officials, coaches, players, or administrative decisions, particularly if you are uninformed.
2. Recognize and appreciate skilled performances regardless of affiliation.
3. Exhibit respect for the officials.
4. Openly display a respect for opponents.
5. In all your actions represent your home and school well.

DRESS CODE

There is a direct correlation between student behavior and the level of dress. It is for this reason that The School will strive to maintain a standard of dress that is conducive to academic progress, and presents a stable classroom environment. Cooperation of all students and parents is expected and appreciated. The following is a list of guidelines for appropriate dress at Byron Center Charter School:

- Students shall dress in a manner that is appropriate for the classroom; shirts must be of modest length; dresses, skirts, skorts, and shorts, no shorter than mid thigh length.
- Tank tops, halter tops, and tops that expose the abdomen, are examples of inappropriate and unacceptable dress.
- Students shall not wear clothing that mentions or refers to sex, violence, alcohol, drugs, and/or tobacco.
- Rings shall be confined to ears, toes, and fingers only.

We want to encourage students to develop the ability to make good decisions and assume responsibility while dressing in good taste and maintain the high standard to which The School is committed. This goal can be achieved by working cooperatively, however, should an occasion arise that the student's attire is deemed inappropriate, the student will be sent home to change. It is necessary to expect full cooperation from the home, and Byron Center Charter School retains sole discretion as to what is considered "in good taste, modest, and appropriate" for attendance at The School.

ACCIDENTS OR STUDENT ILLNESS

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.

Treatment, other than ice, band aids, soap and water, is the responsibility of the parent/guardian in a non-emergency situation. Emergency cards will be on file to assist office staff to expedite necessary treatment in case of serious/severe illness or injury.

SERIOUS ACCIDENT / INJURY PLAN

In the event of a serious accident or injury, the following steps will occur:

- ◆ First aid will be applied by trained staff
- ◆ Staff will notify the office
- ◆ Injury report will be completed
- ◆ Secretary will call the following individuals:
 - Emergency 911 (if necessary)
 - Parent / guardian
 - School administrator
 - Management company liaison
 - Board chairman
 - Poison control – 1-800-764-7661 (if necessary)

Guidelines for Medications

Administration of medications

- The pupil's parent/guardian will give the school written permission and request to administer any medication(s) to their pupil.
- For prescription medications written instructions from a physician, which include the name of the pupil, name of medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
- Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent/guardian immediately.
- 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 pupil's parent/guardian.
- When it is necessary for a pupil 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, and record the necessary information on the medication log upon return from the trip/activity.

Storage and Access to medications

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration.
- Medications shall be stored in a school location that is kept locked with the exception of a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms. This pupil(s) 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 pupil's right to self-administer and self-possession if there is misuse by the pupil. The parent/guardian will be notified of the denial.

- Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
- 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.
- It is recommended that medications be brought to the school by the pupil's parent/guardian.
- No changes to prescription medication dosage or time of administration will be made except by instruction from a physician.
- Parental or guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year.
- Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.
- Medication left over at the end of the school year, or after a pupil 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.

Record keeping

- A log of medication administration shall be kept in a school office.
- The individual pupil log shall be kept until one year after the pupil's graduation from high school.
- The medications log shall include the pupil'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.
- 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.

COMMUNICABLE DISEASES

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. The principal, or their designee, may exclude a child who is out of compliance with the required immunization schedule. 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. 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.

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

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. An afflicted individual may be asked to submit information to appropriate consultants.

TELEPHONE USE

Use of the telephone by a student will be permitted only when a staff member grants permission. Students will not be called out of the classroom for phone calls except in the case of an emergency. The school phone is a business phone and is not to be used to make arrangements to go home with a friend, etc. These types of arrangements should be made prior to the school day, NOT AT SCHOOL. Students MUST bring a note regarding any alternative arrangements. We request that students confine the use of the phone to EMERGENCY situations. Consistent forgetfulness of books or supplies are NOT considered emergency situations.

VISITORS

Anyone visiting Byron Center Charter School during school hours must check in at the office before doing so. 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. Permission for such requests must be made by school administration, or their designee. Students wishing to visit during school hours must have the expressed desire to potentially enroll in the school. Lunch time visitors will be allowed on a pre-approved basis only.

WEATHER

In the event of inclement weather such as snow, ice, or fog, Byron Center Charter will contact the media. **Please do not assume that if Byron Center public or surrounding schools are closed that Byron Center Charter is also.**

TORNADO

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.

STUDENT RECORDS

All student personnel records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or to be informed of, that part of such record of data as pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 15 school days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel. Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

For the purpose of this policy, whenever a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents of students, or the students if they are 18 years of age or older, must be informed annually by the superintendent of the rights accorded them by this section. In addition, the public must be informed annually by the superintendent of the categories of information the institution has determined to be directory information. (cf.8970)

When the district has been notified by local law enforcement officials that a student has been reported missing, the building principal, or their designee, shall so note on that student's permanent records and notify the law enforcement officials if a report has been received for that student's records.

DIRECTORY INFORMATION

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, parent or guardian. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

The School will release directory information to requesting groups or organizations if the school determines that the group or organization will use the requested information to benefit the students' educational, social, or physical well being. This determination will be made by the school administration on a case by case basis.

The School Board defines directory information to be the names and addresses of the students. No other student related information will be released to a requesting third party.

Notification of Rights under FERPA For Elementary and Secondary Institutions (60 Fed. Reg. 59291,59297)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1)The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2)The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Byron Center Charter School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the School decides not to amend the record as requested by the parent or eligible student, The School will notify the parent of eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3)The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as a administrator, supervisor, instructor, or support staff member (including health or medical staff and local law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to perform a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

STUDENT RESPONSIBILITIES:

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

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

Byron Center Charter staff encourages students to:

Respect other students and adults:

- ◆ Be kind to other students
- ◆ Look for those who would like a friend
- ◆ Welcome visitors
- ◆ Move away from driveway area when vehicles approach
- ◆ Stay quiet when other classes are in session
- ◆ Be courteous

Respect property:

- ◆ Play in designated areas
- ◆ Let trees and shrubs grow
- ◆ Don’t litter

Respect life:

- ◆ Let your language be wholesome and kind
- ◆ Inappropriate language or profanity is NOT ACCEPTABLE and will not be tolerated

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to 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.

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

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, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

STUDENT DISCIPLINE:

Severity or repetition of misconduct will determine the level of consequence.

Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

Defacement / Destruction of Property

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. Actions that impair the use of something are destructive. Damaging school equipment to the point where repair is necessary is an act of property destruction.

Disorderly Conduct

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing, long embraces of a personal nature, or prolonged physical contact.

False Allegations

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 from school. 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.

Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. 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, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

Leaving School Without Permission

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.

Age of Majority

Although students reach the “age of majority” or 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.

Negligent or Improper Operation of a Motor Vehicle

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.

In order to drive and leave their vehicle at school, students will apply for a parking permit each school year. Students will be required to show a valid drivers license, proof of insurance on the vehicle, and the vehicle license plate number. Students will be required to have parental permission to drive and to transport other students. Passengers will also be required to have their parent’s permission to ride with a particular student driver. Parking permit may be revoked for (but not limited to) reckless driving and/or inappropriate behavior in school. Students are not allowed to drive their vehicle during the school day without prior approval. Students will not be allowed to access their vehicles during school hours without approval from the office. Also, students must park in assigned spaces only and keep their vehicle locked.

Possession of Inappropriate Personal Property

Students are not permitted to possess personal property at school that is potentially disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, and compact disc players.

Cell Phone Policy

Students are not permitted to use personal cell phones throughout the school day. (8:00 a.m. through 3:15 p.m.) The school board realizes that some students who drive to school, and then go to work, or attend other after school activities may need them at times other than the school day. Therefore, students may transport cell phones to school, but are not allowed to display them or use them during the 8:00 a.m. to 3:15 p.m. time period. The school is not responsible for loss and/or damage of personal cell phones. If a student uses a cell phone throughout the school day, without approval from a school official, the school reserves the right to remove the cell phone from the student to keep until the end of the school day.

Profanity and/or Obscenity

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any person.

Alcohol, Drugs, and Tobacco

Any student that is caught possessing or using alcohol, illegal or inappropriate drugs, or tobacco at school or a school sponsored activity, will be immediately suspended and parents notified. This includes instruments that are or have been known to deliver the afore mentioned. Illegal activities will be immediately reported to appropriate law enforcement agencies.

Failure to Serve Assigned Detention

A student will not fail to serve an assigned detention of which he/she and/or parents/guardians have been notified.

Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel.

Fraud

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

Gang Activity

A student will not, by use of violence force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes:

1. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
2. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
3. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
4. Recruiting student(s) for gangs.

Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take or have in his or her possession said property.

False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the students. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined by the discretion of the school board, or its designee. (MCL 380.1311a[2]).

Weapons

A student who uses items to threaten or intimidate others shall be subject to discipline up to and including expulsion from school. Any student at school or a school-related event who is caught using or possessing knives, guns, or any other object which school personnel consider a potential threat to the health and welfare of others may be immediately suspended. A conference may be scheduled with the parents and student to determine further action and/or discipline. Illegal activities will be immediately reported to appropriate law enforcement agencies.

Harassment / Bullying / Intimidation

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. It is the policy of Byron Center Charter School that no member of the School community may illegally harass another. Any staff or student will be subject to disciplinary action for violation of this policy. Both federal and state law prohibit such discrimination in employment and in education. Principals and administrators are directed to take appropriate steps to disseminate this policy statement and inform students and staff of complaint procedures. Copies of the policy statement will be available in the school office.

A. Sexual Harassment

As defined by state law, discrimination on the basis of sex includes harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment or education.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, or education.
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education.

Unwelcome physical contact is not only illegal but is considered so grave an offense that it always has the effect of substantially interfering with the victim's employment or educational environment.

B. Other Forms of Harassment

As defined by state law, discrimination on the basis of race, color, creed or national origin includes harassment when a person maliciously and with specific intent to intimidate or harass another person does anything listed under 1, 2, and 3 below.

Discrimination on the basis of religion, age, marital status, handicap, veteran status, sexual preference, height or weight includes harassment when a person maliciously and with specific intent to intimidate or harass another person does any of the following:

1. Causes physical contact with another person.
2. Damages, destroys, or defaces any real or personal property of another person.
3. Threatens by word or act, to do an act described in 1 or 2 above, if there is reasonable cause to believe that an act described in 1 or 2 above will occur.

STUDENT DISCIPLINE:

Byron Center Charter School believes that all students can behave at school. Students are expected to conduct themselves in a manner worthy of respect and consideration at all times. Behavior which is characterized by self-respect, courtesy, and responsibility is the only student behavior which will be accepted. Students who exhibit such behavior shall be recognized and reinforced consistently.

When inappropriate student behavior disrupts the educational process disciplinary action will be necessary. The School will not tolerate any student stopping a teacher from teaching for any reason, or hindering another student's learning for any reason. Students are expected to engage in behavior that is in the best interest of the class.

Discipline plans will be clearly displayed in each classroom and copies will be sent home for parents to review. Any questions or concerns regarding policies should be addressed to the attention of the individual teacher. Disruptive students may be isolated for a designated amount of time. Severely disruptive students may be required to serve in-house detentions, or may be suspended from school by the principal or assistant principal. Parents will be notified of their child's disruptive behavior and may be asked to come to school for a consultation with the teacher and/or principal. While it may be necessary to implement such measures, The School encourages the proactive approach to discipline in order to avoid such classroom disruption. The School recognizes the necessity of parental support in disciplinary matters and is eager to work with parents in guiding students to make positive behavioral choices and exercise self-control.

Students who incur multiple snap suspensions will be subject to further disciplinary action, up to and/or including suspension or removal from school. The School takes the position that there are no excuses for student behavior that would warrant a snap suspension. Frustration with a teacher or class must be dealt with in more positive ways.

Maintaining Class Progress: A student will be responsible for all class work missed during any suspension.

Detentions

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

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.

Snap Suspension by Teachers

A teacher, under Michigan law, is authorized to immediately remove and suspend a student from a class, subject or activity 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.

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.

Any student suspended under the conditions of this policy shall not be allowed to return to the class, subject or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction. Students attending separate class periods throughout the school day shall be allowed, by discretion of the administration, to attend classes taught by other teachers.

Interviews of Students by Police or Other Public Agencies

The school endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. 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.

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

SAFE SCHOOLS, STUDENT ASSAULTS

The Board of Directors endeavors to ensure that this public school is a safe place for teaching, learning and working. Physical, verbal or written assaults against school personnel and other students will not be tolerated. The school administrator will initiate appropriate disciplinary action for the following infractions:

1. Physical Assaults Against School Personnel

Any student in grade 6 or above who commits a physical assault against a School employee or against a person engaged as a volunteer or contractor for the School on school property or at a school-sponsored activity or event shall be permanently expelled for a period of not less than one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

2. Physical Assaults Against Students

Any student in grade 6 or above who commits a physical assault against another student on school property or at a school-sponsored activity or event shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

3. Verbal / Written Assaults

Any student in grade 6 or above who commits a verbal or written assault on school property or at a school-sponsored activity or event against a student, school employee, or volunteer shall be expelled for up to one hundred eighty (180) days. The board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, verbal/written assaults shall be defined by the school administrator as a willful and serious 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.

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.

SCHOOL LOCKERS:

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee. Students are not allowed to display anything on the outside of lockers while using them throughout the school year.

Legitimate Use of School Lockers

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee. Pupils are solely responsible for the contents of their lockers.

Search of Locker Contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Seizure

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

Student's Pledge For Success

1. *Because I know that education is the key to my future, I agree to do the best I can in school.*
2. *I will work hard and practice, because I know that it takes time and hard work to do anything well.*
3. *I will face new tasks and experiences with a positive attitude. I will not be discouraged by my failures or mistakes because I know that these are really only opportunities for me to learn and improve.*
4. *I will become a positive thinker, confidently believing that if I do my best, I will eventually succeed.*
5. *I will learn to organize my assignments and my work, use my time well, and turn in assignments when they are due.*
6. *I will ask the teacher for all work I missed when I return from an absence.*
7. *I will ask for help when I can't handle something myself, rather than wait until I fall behind or until a problem becomes overwhelming.*
8. *I will take good care of myself by eating healthy foods, getting enough sleep, and living free from alcohol and other drugs.*
9. *I will be responsible for my own work and actions. I will not blame others for work not turned in or inappropriate behavior.*
10. *I will participate fully in whatever I do. I understand that what I get out of any class or activity will depend on how much I put into it.*
11. *I will be a positive influence on others by being cooperative and enthusiastic, and encouraging my classmates to behave that way too.*

Helping My Child Succeed In School -A Parent's Perspective-

1. *I will make sure my child attends school daily. I will teach my child to value education and respect his/her teachers and classmates.*
2. *I will be a cheerleader for my child's success, offering praise and encouragement, and acknowledging achievement.*
3. *I will make sure my child does the assigned homework and gets help when he or she needs it.*
4. *I will help my child learn by encouraging them to give their best effort.*
5. *I will make sure my child has an appropriate, well lit, comfortable place to do schoolwork. I will make sure my child has the necessary supplies.*
6. *I will talk to my child every day about what is happening in school.*
7. *I will encourage my child to recognize, feel good about and build on his/her strengths.*
8. *I will encourage my child to read daily. I will serve as a good reading role model by letting my child see me read newspapers, books, magazines or letters.*
9. *I will get involved in my child's education. I will attend parent-teacher conferences and special school events to show my interest and support.*
10. *I will encourage my child to face new challenges and tasks with his/her natural curiosity and enthusiasm.*

Board of Education
Byron Center Charter School

As the parent/guardian of _____, I have read and
discussed the Student Handbook with my child.

Parent / Guardian signature

Date: _____

Student signature

Date: _____