

# Bendle Public Schools



## Code of Conduct and Student/Parent Handbook

**Kindergarten-Grade 12**

**2011/2012**

### **Bendle Public Schools Mission Statement**

*Bendle Public Schools is committed to helping people help themselves  
to improve the quality of their lives and that of future generations.*

#### **Dear Parents:**

You will note that this booklet combines the Bendle Public Schools CODE OF CONDUCT, the ELEMENTARY STUDENT HANDBOOK and the SECONDARY STUDENT HANDBOOK into just one publication.

This booklet is divided into six sections:

**Section I:**

BENDLE PUBLIC SCHOOLS "CODE OF CONDUCT"

**Section II:**

PERTAINING TO ALL STUDENTS IN BENDLE PUBLIC SCHOOLS

**Section III:**

ELEMENTARY STUDENTS (Grades PreK-5)

**Section IV:**

MIDDLE SCHOOL STUDENTS (Grades 6-8)

**Section V:**

HIGH SCHOOL STUDENTS (Grades 9-12)

**Section VI:**

GENERAL RULES AND REGULATIONS

The purpose of this booklet is to aid the student and provide a source of information to parents regarding the activities in the Bendle Public Schools. It sets forth the policies, rules and regulations, standards, methods and procedures as it affects the boys and girls within our school, as well as providing such information as the school calendar. Therefore, we hope that you will consider this handbook as a "ready reference" manual and will keep it where it can be referred to easily.

Sincerely,

**BENDLE BOARD OF EDUCATION**



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**SECTION I  
BENDLE PUBLIC SCHOOLS "CODE OF CONDUCT"**

**BENDLE PUBLIC SCHOOLS  
CODE OF CONDUCT  
(Policy on Suspension and Expulsion)**

Adopted by the Bendle Board of Education on August 9, 1971, revised on June 18, 1984 (added policy on student discipline relating to violation of the Code of Conduct: sale, use or possession of drugs/alcohol which produce abnormal behavior).

***TO STUDENTS AND PARENTS:***

Following a Supreme Court decision and the Attorney General's opinion, the State Board of Education has directed every school district in the State of Michigan to develop rules and regulations relative to suspension and expulsion of students from public schools.

In compliance with the above directive, this CODE OF CONDUCT (Suspension and Expulsion Policy) has been developed through the cooperative efforts of students, teachers and administrators. The primary purpose of this Code is to develop an atmosphere of fairness and understanding between students, parents and the Bendle School District.

Many of the procedures and policies contained herein have been in effect for many years. Others have been developed through the committee recommendations and approved by the Bendle Board of Education.

The **CODE OF CONDUCT** will be distributed during the first week of school to all students and their parents or legal guardians. Also, student assembly programs will be conducted at the senior high school and middle school to assure that students are aware of the rules and regulations contained in this CODE OF CONDUCT and that they understand them. The Bendle Schools will also make every effort to see that this policy is displayed in such a manner that will reasonably insure public knowledge of its existence and contents.

## PHILOSOPHY OF DISCIPLINE

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to teaching-learning activities. Discipline may be defined as the control of conduct by the individual himself/herself or by external authority. It includes the entire program of adapting the individual to life in society and involves two major emphases:

1. To guide the student so that he or she enhances the immediate efforts of teachers and other students in the learning situation, and therefore does not interfere with either the students in the classroom or the instruction which is taking place.
2. To assist the student in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities.

The school has an obligation to assist each student in developing self-control and self-discipline and in assuming more responsibility for his/her own actions as he/she matures and gains experience. For this reason:

- a. Each student must be dealt with according to age and maturity, experience, abilities and interest.
- b. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including the student's image of himself/herself, his/her active participation in both the curricular and extracurricular activities of the school, his/her motivation to learn, and the understanding and support he/she receives from parents, teachers and other adults.

Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be to guide students in understanding, establishing, and maintaining these standards of acceptable behavior.

The public schools have a responsibility for the education of each student as long as he/she can contribute to his/her own growth and development without interfering with the growth and development of other students. When a student demonstrates that he/she is persistently unable or unwilling to conform to school regulations, it becomes necessary to remove him/her from the group. If the facts reveal that a student is a distracting or corrupting influence, suspension or expulsion is in order.



## DEFINITION OF DISCIPLINE TERMS

1. Gross Misdemeanor- means a serious, willful or malicious act detrimental to the school.
2. Persistent Disobedience- means recurring cases or instances of refusal to obey school officials or to comply with school rules and regulation.
3. Suspension means the exclusion of a student from school for a set period of time or pending the fulfillment of a specific set of conditions. (A student suspended from school may return to school the day following the parent conference when the specific sets of conditions have been met.)
4. Expulsion means the exclusion of a student from all K-12 programs.  
(See "Expulsion" procedures)

## LEGAL BASIS FOR SCHOOL DISCIPLINE POLICIES

The authority of the Board of Education to make reasonable rules and regulations regarding attendance and discipline and to authorize suspension or expulsion is granted in the School Code.

1. Compulsory School Attendance

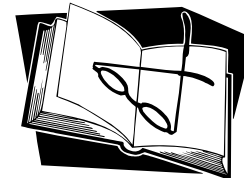
Every parent, guardian or other person in this State, having control and charge of any child between the ages of 6 and 16 years, shall send such children to the public schools during the entire school year. Such attendance shall be punctual, continuous and consecutive for the school year fixed by the district in which such child is enrolled.

2. Rules and Regulations

Every Board shall have the authority to make reasonable rules and regulations relative to anything necessary for properly establishing, maintaining, managing and carrying on of the public schools. This includes regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.

3. Suspensions or Expulsion

The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor, persistent disobedience, or one having habits or bodily conditions detrimental to the school. Board action will be based on the schools' best interest.



## GROUNDS FOR SUSPENSION AND EXPULSION

These categories are general in nature and are not deemed to be all-inclusive.

### 1. ATTENDANCE

- a. Repeated tardiness
- b. Truancy

### 2. DISOBEDIENCE

- a. Defiance of authority
- b. Refusal to identify self
- c. Repeated violation of school rules
- d. Trespassing
- e. Interfering with the learning process
- f. Cheating/plagiarism

### 3. GROSS MISDEMEANOR

- a. Arson
- b. Assault and/or fighting
- c. Bomb threats
- d. Extortion, blackmail, or coercion
- e. Burglary, larceny, robbery or theft
- f. False fire alarm
- g. Disruptive or disorderly conduct such as a boycott, walk-out or sit-in
- h. Breaking and entering
- i. Possession or use of a communication device
- j. Vandalism - Defacing, damaging or destroying school property
- k. Bullying

### 4. HABITS OR BODILY CONDITIONS DETRIMENTAL TO THE SCHOOL

- a. Communicable disease
- b. Persistent neglect of personal hygiene
- c. Use of offensive or profane language
- d. Dress or conduct considered indecent, obscene or vulgar
- e. Failure to follow dress code

### 5. DISTRIBUTIONS, SALE, USE OR POSSESSION OF THE FOLLOWING:

- a. Alcoholic beverages\*
- b. Drugs and narcotics which produce abnormal behavior\*  
(Including look-a-like drugs)
- c. Tobacco products
- d. Explosives
- e. Pornographic materials
- f. Weapons

\*BOARD POLICY: STUDENT DISCIPLINE RELATIVE TO VIOLATIONS OF SECTION 5(a) AND 5(b) ABOVE

## PROCEDURES FOR SUSPENSION

On the basis of present school law, the Principals or designees of the Bendle Public Schools are delegated with the authority to suspend a student from school. Suspensions may result pending the fulfillment of specific conditions such as medical or clinical examination: referral to the Juvenile Division of Probate Court or a Hearing with the Bendle Board of Education.

The following practices and procedures are established as general guidelines for all administrators or designees to follow in taking disciplinary actions which lead to suspensions, or which may finally lead to exclusion of the student.

1. Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Written records of all such involvement should be maintained in the pupil's cumulative file folder.
2. In an instance of suspension from school, the following precepts shall be adhered to:
  - a. The student and parent(s) shall be informed of the charges against him/her, including the rationale for the suspension and the conditions of time and means of termination of the suspension.
  - b. If a student is to be sent home during regular school hours, parents shall be so informed. Parent or designee should provide for transportation when the student is sent home during school hours. When parents cannot be contacted and gross misbehavior is evident, the school authorities have the right to contact a law enforcement agency.
  - c. A written record of the parental conference should be placed on file with the principal. At such conferences, parents shall be informed of appeal procedures and time limits of the suspension. If parents or guardians refuse to appear for the conference, the student will remain under suspension until a Board of Education Hearing can be held.
  - d. The school is not responsible for the student's actions and conduct when the student is not in attendance at school. During the time of suspension, the student will not participate in any extracurricular activity or be present on school property unless accompanied by a parent or legal guardian for a prearranged conference with the administrator who suspended the student.
  - e. All schoolwork missed as a result of the suspension is encouraged to be made up by the student.

## PROCEDURE FOR APPEAL

Appeal of a suspension is available to the parent/legal guardians of suspended students. Appeals must be registered within one school day of receipt of the letter of suspension and must be directed to the administrator directly superior to the person levying the suspension. The administrative structure is as follows:

1. Building Principal or designee
2. Superintendent of Schools
3. Local Board of Education



## PROCEDURES FOR EXPULSION

Expulsion from school is the decision of the Superintendent. Such action is generally taken upon the recommendation of the Building Principal. Such recommendations shall be communicated in writing and signed. It should accompany the cumulative file as it is transmitted to the Superintendent's Office for subsequent action.

- A. Parents are to be notified by letter of the Superintendent's intent to hear the case involving the student.
- B. The parents and student are encouraged to appear at the hearing. They also have the privilege to be represented by legal counsel if they so desire. The student will be given the opportunity to explain his/her side of the problem.
- C. A "hearing" on the possible expulsion is not a court procedure. The Superintendent may evaluate, review, and question all evidence. It may support or reject the position of the recommendation according to the school laws of the State of Michigan. The Superintendent shall determine whether the pupil is to be expelled or reinstated.
- D. The Superintendent's decision may be appealed to the Board of Education.

## POLICY ON DRUGS AND ALCOHOL OFFENSES INCLUDING LOOK-A-LIKE DRUGS

The use or possession of drugs/alcohol and other drugs including look-a-like drugs are prohibited. Therefore, the following policy has been adopted to meet compliance with the Drug Free Schools and Communities Act:

No student shall use, attempt to use, sell, attempt to sell, or be under the influence of any mind altering substances, or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after schools hours at school or in any other school district location. This policy is also in effect for any student found to be in possession of look-a-like drugs, alcohol or any other drugs. Possession shall be interpreted as: in a school locker, in a student's belongings, on the student, in a student's car or in any other school district location as defined here:

"School district location" means in one of the following:

- Any school building or on any school premises

- On any school-owned vehicle, student owned vehicle or on any other school-approved vehicle used to transport students to and from school or school activities
- Off school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Students who violate the terms of this policy will be subject to the disciplinary procedures outlined in the Bendle Public Schools Code of Conduct and Parent-Student Handbook.

\*IN COMPLIANCE WITH THE FEDERAL DRUG-FREE SCHOOLS DRUG PREVENTION CERTIFICATION REQUIREMENTS.

A Look-A-Like Drug is any substance that could be mistaken for an illegal drug or a drug not prescribed by a physician, including any substance, which a student passes off as an illegal drug.

### I. Distribution or Selling of Drugs

When a student is charged with the selling of drugs, a hearing is to be scheduled with the Superintendent and if the charge is upheld, the student will be EXCLUDED from school for the remainder of the school year.

WHENEVER A STUDENT IS EXCLUDED FROM SCHOOL BY THE SUPERINTENDENT, THE STUDENT IS PROHIBITED FROM BEING ON ANY SCHOOL PROPERTY AT ANY TIME DURING THE TIME IN WHICH THEY ARE EXCLUDED AND MUST RE-APPEAR BEFORE THE BENDLE BOARD OF EDUCATION PRIOR TO RE-ENROLLING IN SCHOOL.

### II. Use or Possession of Drugs/Alcohol Including Look-A-Like Drugs

Should a student be found to be in violation of this policy, the following steps will be taken:

Automatically results in up to a 10-day suspension and a required assessment (Middle School and High School students). The required assessment will need to be made and a conference with parents will be held before a student is allowed to return to school. If the assessment is positive and the parent does not wish to continue treatments, a board hearing will be held.

#### NON-COMPLIANCE

If an appointment is not made or if the student fails to follow through on their assessment, they will not be allowed in school and will move to:

A hearing will be required with the Superintendent.

If, at the time of the incident, the student's behavior caused a disruption to the conducive atmosphere of the educational program of the school, the building administrator, at his/her discretion, may determine that the student should have a hearing before the Superintendent.

**Subsequent Offenses:**

**MIDDLE SCHOOL AND HIGH SCHOOL:** The student will be suspended from school and a hearing with the Superintendent will be scheduled for the student. The above policy also is in effect for any student found to be in possession of look-a-like drugs/alcohol in any locker, in a students' belongings, on the student, in a students' car or any other like circumstances. This policy is in effect while students are riding the bus and attending any Bendle School function at home or away.

**III. Smoking Policy and Possession or Use of Any Tobacco Product**

The Bendle Board of Education has banned the use of all tobacco products on Bendle Public Schools property. Violation of this policy is a misdemeanor and may result in the issuance of a ticket by the Burton Police. This policy applies to any person accessing Bendle Public School property.

**Student Offenses:**



**1st Offense:**

Automatically results in a 3-day suspension and mandatory attendance at a Smoking Awareness Class.

**2nd Offense:**

Automatically results in a 5-day suspension and a required assessment. An appointment will need to be made with the building administrator before a student is allowed to return to school.

**NON-COMPLIANCE**

If students with the Superintendent provisions fails to follow through on their assessment, a Board Hearing will be scheduled.

**Subsequent Offenses:**

Automatically result in a minimum of a 10-day suspension. A hearing will be held with the Superintendent and Probate Court may be contacted.

The above policy is in effect for any student found to be in possession of cigarettes or any other tobacco product. Possession shall be interpreted as: in a school locker, in a student's belongings, on the student, in a students' car, or while students are riding the bus or attending any school function at home or away.

**WEAPONS/FIREARMS POLICY**

Students in possession of a dangerous weapon/firearm or who commit arson or rape on district grounds, in district buildings, or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent or legal guardian and student shall be notified of the referral.

The Superintendent reserves the authority to expel students. Each student subject to expulsion shall have their situation reviewed by the Superintendent on a case-by-case basis.

This policy meets compliance with the Federal Law: Gun Free Schools Act and Michigan Law: Public Act 328 LEGAL REF: MCL. 380.1311: PL 103.382

**BENDLE BOARD OF EDUCATION POLICY ON BULLYING**

**Bullying Prohibited**

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyber bullying") either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District-sponsored activity or event, while in route to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to intervene effectively if bullying is witnessed in their presence or brought to their attention.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

LEGAL REF: "Policies on Bullying," Michigan State Board of Education, 7-19-01; Tinker v Des Moines Independent School District, 393 US 503(1969). See also: Saxe v State College Area School District, 240 F3d 200(CA 3, 2001) Adopted: June 11, 2007

## SEXUAL HARASSMENT POLICY

It is the policy of the Bendle School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment, may include, but is not limited to, the following:

- ➔ Verbal harassment or abuse
- ➔ Pressure for sexual activity
- ➔ Repeated remarks with sexual or demeaning implications
- ➔ Unwelcome touching
- ➔ Sexual jokes, posters, cartoons, notes (written messages) etc.
- ➔ Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Any student who believes that he/she has been subject to sexual harassment should notify the building administrator to file a complaint.

## RULES ON ELECTRONIC/COMMUNICATION DEVICES



Student use of any electronic/communication devices while school is in session shall be subject to discipline and the device shall be confiscated.

Students who violate this rule are subject to disciplinary action up to and including expulsion. Police authorities may be contacted.

Upon administrative approval, electronic/communication devices may be used for health or other emergency purposes.

## STUDENTS BEYOND COMPULSORY SCHOOL ATTENDANCE

Compulsory school attendance ends at age sixteen. However, the Bendle Board of Education assumes that students who are over the compulsory attendance age are seriously seeking an education. Therefore, all students beyond the compulsory attendance age shall be subject to the provisions of the "Suspension and Expulsion" Policy.

## SECTION II: PERTAINING TO ALL STUDENTS IN BENDLE SCHOOLS

### 2011-2012 SCHOOL CALENDAR

Bendle Public Schools 2011/2012 School Calendar		January 2012	
<b>August 2011</b>		S M T W Th F S	S M T W Th F S
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29 30 31		www.bendleschools.org	
<b>February 2012</b>		<b>Revised 07/18/11</b>	
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<b>June 2012</b>			
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<b>School Hours</b>			
South Bendle (1 <sup>st</sup> /2 <sup>nd</sup> Grade)..... 8:15-3:12 PM			
Kindergarten ..... 8:15-2:17 PM			
PreK.....8:45-11:15 AM/12:00-2:30 PM			
PreK-ECDD...8:45-11:15 AM/11:49-2:30 PM			
West Bendle Elementary ..... 8:00-2:57 PM			
Middle School ..... 8:00-2:45 PM			
High School ..... 7:45-2:30 PM			
<b>Half Day of School Release Times:</b>			
Kindergarten, BHS ..... 11:15 AM			
West, BMS ..... 11:30 AM			
South Bendle (1st/2nd) ..... 11:45 AM			
<b>Calendar Legend:</b> ■ Student Non-Attendance Day ○ Half Day or Early Release (9 <sup>th</sup> ) <sup>us</sup> Delayed Start <sup>k</sup> No Kindergarten <sup>tr</sup> Parent Teacher Conferences * Open Houses HS High School MS Middle School Elem Elementary Schools			

**MARKING PERIOD AND TRIMESTER SCHEDULE**

<b>2011/2012 MARKING PERIODS AND TRIMESTERS</b>	
<b>Grades K-5</b>	<b><u>Marking Period Ends</u></b>
1st Marking Period	November 4, 2011
2nd Marking Period	January 13, 2012
3rd Marking Period	March 23, 2012
4th Marking Period	June 8, 2012
<b>Grades 6-12</b>	<b><u>Trimester Ends</u></b>
1 <sup>st</sup> Trimester	December 2, 2011
2 <sup>nd</sup> Trimester	March 16, 2012
3 <sup>rd</sup> Trimester	June 8, 2012

**OPEN HOUSES**

Open House times will be from 6:30-8:00 P.M.

West Bendle	Tuesday, September 13, 2011
Bendle Middle School	Thursday, September 15, 2011
South Bendle	Tuesday, September 20, 2011

**PARENT TEACHER CONFERENCES**

Bendle High School  
 October 12, 2011  
 January 18, 2012  
 April 25, 2012

Bendle Middle School  
 November 8, 9, 10, 2011

South Bendle and West Bendle  
 November 8, 9, 10, 2011  
 March 28, 2012



**BENDLE BOARD OF EDUCATION**

Mrs. Loretta Bendall, President	Mrs. Debbie Dunsmore, Trustee
Mrs. Maureen Holmes, Vice-President	Mr. David Love, Trustee
Mr. Dave Wallace, Secretary	Mr. Bard Scott, Trustee
Mrs. Janis Bugbee, Treasurer	

**BENDLE ADMINISTRATION**

Mr. John Krolewski, Superintendent  
 Mr. Scott Williams, Principal - Bendle Senior High School  
 Mr. Brock Place, Assistant High School Principal/Athletic Director  
 Mr. Peter Gleason, Principal - Bendle Middle School  
 Mr. Thomas Meszaros, Principal - West Bendle Elementary  
 Mrs. Trisha Cherveney, Principal - South Bendle Elementary

**BUILDING ADDRESSES AND PHONE NUMBERS**

Administration Building	3420 Columbine Ave.	591-2501
Bendle Family Health Services	2294 E. Bristol Rd.	591-9012
Bendle Senior High School	2283 E. Scottwood Ave.	591-5103
Bendle Middle School	2294 E. Bristol Rd.	591-3385
Community Education	2294 E. Bristol Rd.	591-4160
South Bendle Elementary	4341 Larkin Dr.	591-0620
Special Services	3420 Columbine Ave.	591-0007
Transportation	3420 Columbine Ave.	591-0007
West Bendle Elementary	4020 Cerdan Ave.	591-0880

**PHONE NUMBER CHANGES**

Should you have a change in your phone number or obtain an unlisted number, PLEASE INFORM THE SCHOOL. Unlisted numbers are identified as such on school records and are NOT given out to any unauthorized person. However, if an emergency should arise, it is important that we have your phone number in case we need to reach you. If you do not have a phone, please give us a number where you could be contacted if necessary and the phone number of a friend or relative who could be contacted to pick up your child if we are not able to reach you.

## SCHOOL CLOSING INFORMATION



In the event a determination has to be made relative to closing school due to inclement weather, the procedures listed below which are in accordance with a Board policy adopted on March 11, 1985, will be followed:

1. The Superintendent, or his designee, will travel the streets in the Bendle District to determine hazardous conditions.
2. Parking lot conditions will be evaluated.
3. Information as to temperatures and wind-chill factors will be obtained from a qualified meteorologist who provides this type of information on an hourly basis to subscribers.
4. IF THE DETERMINATION IS MADE TO CLOSE SCHOOL, NOTIFICATION TO PROPER SCHOOL PERSONNEL AND THE NEWS MEDIA WILL BE MADE. THIS GENERALLY SHOULD OCCUR BY NO LATER THAN 6:30 AM. (Radio stations WFDF, WWCK, WCRZ, WKMF, WIOG and Oldies 96 broadcast school closings, and parents should listen to one of these stations or the local television stations)

AGAIN, IF THE DETERMINATION IS MADE TO CLOSE SCHOOL, NOTIFICATION WILL BE MADE TO THE RADIO STATIONS LISTED ABOVE. IF YOU DO NOT HEAR ANY ANNOUNCEMENT ABOUT BENDLE, SCHOOLS WILL BE OPEN.

Normally, the only other reason school might be closed other than inclement weather would be a mechanical breakdown, such as heating plant failure, electrical failure or water problems. This generally would affect only one building and would not necessitate the closing of all buildings in the district. If any of the above conditions made it necessary to close school prior to school starting for the day, the above radio stations would be notified.

However, the possibility does exist whereby it might become necessary to dismiss students after school begins for the day. Because of this possibility, PARENTS ARE TO INSTRUCT THEIR CHILDREN AS TO WHERE THEY SHOULD REPORT SHOULD SCHOOL BE DISMISSED DURING THE SCHOOL DAY AND ALSO TO INSTRUCT THEIR CHILDREN AS TO AN ALTERNATE PLAN IN THE EVENT THE INITIAL PLAN PROVES UNWORKABLE.

## SAFETY AT SCHOOL

- A. SCHOOL TORNADO POLICY - In case of an emergency, all classrooms have a definite procedure to follow. Tornado drills are held each year with all children having the maximum security available within each building. In case of a tornado watch or warning, parents who wish to remove children from school are requested to adhere to the information that was submitted on the emergency procedure card.
- B. FIRE DRILLS - Fire drills are held to acquaint children with the proper manner in which to evacuate the building.
- C. SAFETY DRILLS - Periodically safety drills will be practiced to prepare for any unforeseen emergency.



## ENROLLING YOUR CHILD IN SCHOOL

- A. Although, according to Michigan School law, a child may enter Kindergarten for the opening of the fall term if he/she is five years of age on or before the next December 1st, the Bendle Board of Education recommends that a child be at least five years of age by September 1st to be enrolled in Kindergarten. This has proven to be a sound educational practice and is a better assurance that the child will be successful in school.
- B. You must present an original birth certificate (not a hospital certificate), immunization record, social security number, and proof of residency. (e.g. Consumer Power bill, lease, purchase agreement). Driver's license or voter registration does not meet this requirement.

## SENDING YOUR CHILD TO SCHOOL REGULARLY AND PUNCTUALLY

Every parent, guardian or other person in the State of Michigan having control and charge of any child between the ages of 6 and 16 years, shall be required to send such child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. (Michigan Schools Laws)

## CHECKING YOUR CHILD OUT OF SCHOOL

If you are moving from our district, please let us know. Give us your new address and the name of the school your child will be attending, if known. Check at home to make sure that all textbooks and library books belonging to the school are returned. By the same token, make sure that your child has all of his/her belongings before he/she leaves. Academic records will be sent to the receiving school at that school's request.

## SALES CONDUCTED AT SCHOOL

Due to the large number of students in our schools, it is impossible for school authorities to grant permission to individual children to conduct individual "sales". Therefore, sales shall be restricted to school or school sponsored groups for which ADVANCE PERMISSION must be obtained from the office of the respective building principal.

## TEXTBOOKS

When Bendle Public Schools issues textbooks to students, the students are requested to return all assigned books at the end of the year or when work is completed from the books. Students will reimburse the school for lost or damaged books.

## MICHIGAN IMMUNIZATION REQUIREMENTS



The State of Michigan requires school administrators to exclude from school attendance any pupil who is not properly immunized except if a parent has signed a statement of objection to immunization. These requirements are:

### Children 4 years through 6 years of age\*

- ✓ 4 doses of diphtheria - tetanus - pertussis (DtaP/DTP) and if a dose was not given on or after the 4<sup>th</sup> birthday, a booster dose is needed.
- ✓ 3 doses of any appropriate polio (IPV/OPV) vaccine, and if a dose was not given on or after the 4<sup>th</sup> birthday, a booster dose is needed.
- ✓ 2 doses of measles-mumps-rubella (MMR) vaccine between the ages of 12-15 months and the second dose given between the ages of 4-6 years old.
- ✓ 3 doses of hepatitis B vaccine.
- ✓ 2 doses of varicella (chickenpox) vaccine. 1<sup>st</sup> dose given on or after the 1<sup>st</sup> birthday. The 2<sup>nd</sup> dose should be given between the ages of 4-6 or reliable history of chickenpox reported by parent.
- ✓ Prevnar series required for children under age 5.

### Children ages 7 years through 18 years of age\*

- ✓ 4 doses of diphtheria-tetanus-pertussis (DtaP/DTP) vaccine and if a dose was not given within the last 10 years, a booster dose is needed. Tdap-administered at age 11-12 years for those who have completed the recommended childhood series for DTap/DTP.
- ✓ 3 doses of polio (IPV/OPV) vaccine.
- ✓ 2 doses of MMR vaccine is required one month apart-if not previously vaccinated.
- ✓ 3 doses of hepatitis B vaccine.
- ✓ 2 doses of Varicella (chickenpox) or reliable history of chickenpox.
- ✓ 1 dose of Meningococcal conjugate vaccine (MVC4/Menactra) on or after the 11th birthday.

\*The number of doses is subject to changes in state requirements.

The above listed immunizations are offered by the Bendle Family Health Services (591-9012) and also by the Genesee County Health Department (237-4540).

## EMERGENCY PROCEDURE CARDS AND STUDENT HEALTH CARE PLANS

In order to properly handle situations when it is necessary to contact a parent/guardian, the school must have reliable contact information. Please take the time to complete your child's Emergency Procedure Card and make any necessary changes throughout the year.

If your child has any potentially serious health concerns, it is also very important for the school to have a **Health Care Plan** on file. In an emergency, even with updated contact information, it may often be difficult to contact a parent or guardian. The **Health Care Plan** provides all the necessary information for school personnel to provide proper care until a listed contact or emergency personnel arrives.

***If the school does not have the guidance necessary to care for your child should he/she have a health emergency while at school, 911 will be called and arrangements will be made for your child to be immediately transported to a nearby hospital.***

## ADMINISTERING MEDICATION DURING SCHOOL HOURS



The following definition of "medication" is adopted for use in the Bendle School District: Medication includes prescription, non-prescription and herbal medications. These include those taken by mouth, by inhaler, are injectable, and those applied as drops to eyes, nose or applied to the skin. This includes Tylenol and cough drops.

For those students being given medication during regular school hours, parents must bring medicine into the office. Please do not send it in with the student. It is important to have the following in the school office:

- ❖ A medical form on file.
- ❖ The actual medicine container with student's name on it.
- ❖ An adequate supply of the medication that will be given.
- ❖ The dosage and times for administering the medication.

SCHOOL AUTHORITIES WILL NOT BE ALLOWED TO ADJUST THE DOSAGE WITHOUT THE WRITTEN APPROVAL OF THE PHYSICIAN WRITING THE PRESCRIPTION. ANY SUCH CHANGES SHOULD BE UPDATED WITH THE SCHOOL SECRETARY WHENEVER NECESSARY. PAPER DOCUMENTATION MUST BE COMPLETED WITH THE OFFICE SECRETARY.

## STUDENT HEALTH

A healthy student is better able to adjust to a classroom than one whose response is hampered by medical defects/deficiencies. It is our responsibility, in safeguarding your child's health, to build a program in which everyone cooperates - teachers, parents and Bendle Family Health Services. The cooperation of your family physician and dentist is also essential.

Children must have sufficient sleep and a proper diet in order to do their best work. Do your part in seeing that your child has a sufficient amount of sleep each night and eats

three meals a day, including a good breakfast. Elementary pupils who discuss television shows seen the night before after 9:00 PM are seldom able to perform to their potential.

**Cleanliness is also very important. Children may sometimes have to be "prodded" about such things as baths, wash-ups, brushing teeth, shampooing, combing and brushing hair.**

**Hand Hygiene**

Wash hands before preparing food or eating and after using the bathroom, coughing/sneezing/blowing your nose or when hands are dirty. Wash with soap and water and scrub for at least 15 seconds.

**FIRST AID**

Please keep in mind that we practice only emergency first aid treatment at school. We are not qualified to administer medicine of any kind. **THIS INCLUDES ASPIRIN.** For this reason, it is extremely important that your child's emergency information, including phone contacts and allergies be kept up to date.

Children need to stay at home when they begin to show signs of illness. Staying at home and in bed at the first signs of illness will help to shorten the length of the illness. Children who go to school while sick endanger the health of their classmates. A sick child does not learn as well in school. *The law requires the school to send home children who are sick.*

Please keep your child/children home if the following signs of illness are present:

- |                      |                 |              |
|----------------------|-----------------|--------------|
| Headache             | Sore Throat     | Chills       |
| Vomiting or Diarrhea | Excessive Cough | Earache      |
| Fever                | Flushed Face    | Ear Drainage |
| Skin Rash or Sores   |                 |              |



**Communicable Diseases**

The building principal or his/her designee shall exclude from school any child suspected of having a communicable disease. Children may return after a reasonable length of time if there is no evidence of the disease.

**Nuisance Diseases**

When students develop a nuisance disease such as **Ringworm, Impetigo, Scabies,** or **Pink Eye,** students may return to school upon presentation of a doctor's note or when there is no evidence of the disease.

In order to return after having **Pediculosis (Head Lice),** a student must be checked and approved by Bendle Family Health Services, the principal or his designee.

**Other Communicable Diseases:**

Disease & Incubation	Contacts	Return to School
Chicken Pox 2-3 weeks	Exclude with first sign of illness	When scabs are dry and crusted
German Measles 14-21 days (Rubella)	Exclude with first sign of illness	Upon recovery with minimum of 4 days
Whooping Cough 7-16 days	Not less than 21 days after cough begins	When recovered
Impetigo	Exclude with first sign of illness	Upon satisfactory medical treatment
Influenza (Flu) 1-3 days	Exclude with first sign of illness	When recovered
Measles (Rubeola) 10-15 days	Exclude with first sign of illness	Upon recovery with minimum of 7 days
Mumps 12-26 days	Exclude with first sign of illness	When swelling and fever are down
Head Lice	Observe daily Check family also	When lice and eggs are not present
Pink Eye 2-5 days	Observe daily Exclude with first sign of illness	With doctor's note or upon recovery
Ringworm of Skin/Scalp	Inspect skin for infection	With doctor's note
Scabies 2-6 weeks	Exclude with first sign of illness	After prescribed treatment by doctor
Fifth's Disease 4-15 days	Check with doctor to rule out other rash illness	May attend school
Scarlet Fever/Scarletina 2-5 days	Exclude with first sign of illness	Upon recovery & when signs of illness are gone
Shingles 2-3 weeks	Exclude with first sign of illness	When scabs are dry and crusted
Strep Throat	Exclude with first sign of illness	After seen by doctor and on antibiotic for 24 hours

\*Incubation: The time interval between the infection of a susceptible person and the appearance of signs or symptoms of the disease.

## **BENDLE FAMILY HEALTH SERVICES**

Bendle offers on-site health services for the whole family. Families may access services to meet their social, emotional, health and insurance needs. Bendle Family Health Services provides an array of programs and services including WIC and immunizations. You may contact them Monday-Friday 8:00 am – 4:30 pm. Their phone number is 591-9012 or 591-9014.

## **ASSURANCE OF COMPLIANCE - TITLE IX AND 504**

Official action taken by the Bendle Board of Education has designated the Superintendent to coordinate the school's efforts in complying with and carrying out the rules and regulations of Title IX and 504. Complaints relative to the school's compliance with Title IX and/or 504 should be directed to his office, located at 3420 Columbine Ave. Burton, MI 48529. The telephone number is (810) 591-2501.

## **SOCIAL WORKERS and COUNSELORS** (Counselors at the secondary level)

Social workers and counselors are available to assist you by contacting the school at which your child attends.

Parents are ENCOURAGED to call our social workers and counselors. They are committed to HELPING PEOPLE in the Bendle School District. Ask them for help when:

- Your son or daughter indicates an unwillingness to attend school. Don't wait until the problem gets "too big".
- You have an emergency in your family and you don't know what social agency would be of help to you.
- If you would like to have someone come to your home to discuss a particular problem relating to your son or daughter in school.

If you are unable to contact any one of the above at a particular time, please feel free to contact one of the building principals or secretaries who will be happy to relay a message to them.

## **CLOTHING GUIDELINES**

### **The Bendle Schools believe:**

- The type of clothing worn to school influences a student's behavior and attitude.
  - Appropriately dressed students create not only a good image for themselves, but also for the school.
  - Appropriate student dress helps to foster a positive learning experience
- AND
- PARENTS have the responsibility of seeing that their children are properly dressed when they leave home for school.

**BUILDING PRINCIPALS HAVE THE AUTHORITY TO USE THEIR INDIVIDUAL JUDGEMENT ABOUT CLOTHING THAT IS WORN TO SCHOOL BY STUDENTS. HOWEVER, THE FOLLOWING GUIDELINES ARE BEING GIVEN TO HELP PARENTS SEE THAT THEIR CHILDREN ARE APPROPRIATELY DRESSED WHEN THEY COME TO SCHOOL.**

## **The School Will Not Condone the Wearing of the Following Clothing:**

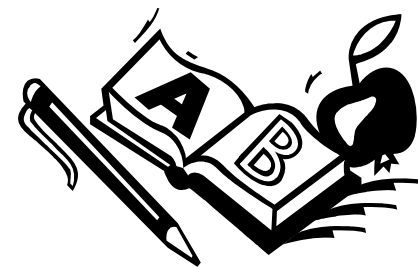
1. Halter tops, tank tops and/or bare midriffs
2. Mini-skirts and short shorts (No more than 5 inches above the knee)
3. "See-through" shirts and blouses, suggestive or offensive shirts or other sloppy wearing apparel
4. Inappropriate clothing with holes
5. Hats, bandannas or hoods inside school buildings
6. Pants or shorts worn below the waistline, commonly referred to as "Sagging"
7. Belt to wallet chains (dog type)
8. Pajamas or slippers
9. T-shirts bearing inappropriate messages or pictures, such as:
  - a. Tobacco
  - b. Alcohol
  - c. Sexual connotation
  - d. Inappropriate language
10. Outerwear such as coats or jackets in the classroom.

Building Principals also have the authority to use their individual judgment relative to the wearing of any inappropriate clothing that is vulgar or creates a disruption to the educational environment.

THE BENDLE SCHOOLS SOLICIT THE COOPERATION OF PARENTS ON THE SUBJECT OF APPROPRIATE DRESS. We ask that you see that your child's dress reflects an image that is conducive to good behavior and provides the very best learning environment while your child is in school.

## **HOMELESS STUDENTS/THE McKINNEY-VENTO ACT**

Homeless children and youth often have problems enrolling and participating in school. As a result, congress passed the McKinney-Vento Homeless Assistance Act in 1987. Bendle Public Schools provides assistance to homeless students in accordance with this act. For those in need of assistance, information can be obtained through the office of the Superintendent (591-2501) during regular business hours.



**SECTION III:**  
**ELEMENTARY STUDENTS (Grades PreK-5)**

**THE SCHOOL DAY**

**Hours:**

Kindergarten:	8:15 AM-2:17 PM
Grades 1 <sup>st</sup> and 2 <sup>nd</sup> :	8:15 AM-3:12 PM
Grades 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> :	8:00 AM-2:57 PM



Pre-School Classes	<u>PreK Program</u>	<u>ECDD Program</u>
AM Session:	8:45-11:15 AM	8:45-11:15 AM
PM Session:	12:00-2:30 PM	11:49 AM-2:30 PM

**ENTRANCE TO BUILDINGS**

West Bendle:	Children are called into the building at 7:55 AM each day.
South Bendle:	Children are called into the building at 8:10 AM each day.

**STUDENT PARTICIPATION**

Children are expected to participate in all activities scheduled in addition to their regular classroom programs. This includes recess, physical education, vocal music and other specialized classes. Special programs may be organized with the approval of the building principal. When a child is recuperating from an illness and the parent wishes to have the child excused from participating in outdoor recess or physical education or both, or wishes to have the child remain indoors during the lunch hour, a note with the reason for the request is required EACH DAY. Requests for longer than one week must be made with the signature of a physician. The school makes the decision as to whether to stay in or go out at recess according to the weather on a daily basis. We ask that your child be able to follow our daily program unless there are medical reasons why he/she should not. Please call the building principal to explain if there are medical reasons.

Playgrounds are supervised during all recess periods and the following regulation will be enforced:

**Children are to remain on the playground during recess and are to follow all school-building rules.**

**BREAKFAST AND LUNCH PROGRAM**

**Breakfast**

All students in Grades K-5 have the opportunity to participate in a Breakfast Program at West Bendle and South Bendle. The Breakfast Program consists of a meal which meet the nutritional standards as set forth in the Federal Guidelines. Breakfast at West will be from 7:30 am to 7:55 am and Breakfast at South will be from 7:45 am to 8:15 am.

**Lunch**

All students in grades kindergarten through twelve will be eligible to participate in the lunch program and have the option of purchasing lunches on a daily basis. If a student orders a lunch and for some reason is not at school during the lunch hour, **NO CREDIT WILL BE GIVEN FOR THE NEXT DAY.** If you do not have lunch money, please provide a sack lunch. Bendle's lunch program consists of meals which meet the nutritional standards as set forth in the Federal Guidelines for the National School Lunch Program. Menus will be published monthly and copies will be distributed to students to take home. **NO IOU's** will be given if your child has an outstanding debt.

Students may bring a "sack lunch" if they so desire. Milk is provided with the hot lunch, but may be purchased separately by those who wish to bring their lunches. It will be appreciated if parents send the correct change for lunch purchases.

**NOTE:** Students at South are required to have their order in by 8:45 AM each morning. Students at West are required to have their order in by 8:30 AM each morning. Students who receive free lunch must also meet the deadline.

**LUNCHROOM PRIVILEGES ARE BASED ON CONTINUING GOOD BEHAVIOR AND WILL BE TAKEN AWAY IF PERSISTENT MISBEHAVIOR OCCURS. PARENTS WILL BE ASKED TO MAKE OTHER ARRANGEMENTS FOR A SUPERVISED LUNCH PERIOD FOR THEIR CHILD.**

**LAVATORY PERIODS**

Please see that your child uses the lavatory at home before coming to school. Special permission to use the lavatory during school hours will be granted when necessary. If there is a physical reason for frequent lavatory use, please send a doctor's statement to this effect.

**DISMISSAL FROM THE BUILDING**

Children are **NOT** to come back into the building after they have been dismissed to go home, but are to leave the school and playground area. If they wish to use the playground facilities after school hours, they must report home first.

## EXCUSE FOR ABSENCE

WHEN A CHILD RETURNS TO SCHOOL AFTER AN ABSENCE, HE/SHE MUST BRING AN EXPLANATORY NOTE, WHICH SHOULD INCLUDE THE CHILD'S NAME, DATE OF ABSENCE, REASON FOR ABSENCE, SIGNATURE OF PARENT AND DATE NOTE WAS WRITTEN. It must also be realized that the presentation of a note does not necessarily mean that the absence will be excused or reason for absence accepted. Unexcused absences might include babysitting, helping around the house or out-of-town trips (unless prior arrangements have been made with the school).

**NOTE:** Parents should contact the school daily if their child has been absent 3 days, or if it is known that he/she will be absent more than 3 days. The school and the child's teacher are interested in knowing the reason for your child's absence. Failure to report such absences might result in a visit from school personnel. Excessive absence will necessitate school administrators to channel complaints through the school Social Workers, Truancy Officer with the Genesee Intermediate School District and Probate Court.

## TARDINESS

Tardiness is very disruptive to the learning process. An excessive amount of tardiness will necessitate the teacher keeping the child after school to make up double time, at a date and time convenient for the teacher. It may also result in an investigation being made by school personnel.

## EXCUSING CHILDREN DURING SCHOOL HOURS

Children are not to be excused during school hours unless permission is obtained from the office by the child's parent, guardian or authorized person. A PARENT COMING TO SCHOOL FOR A CHILD SHOULD GO DIRECTLY TO THE OFFICE FOR THE CHILD'S RELEASE RATHER THAN TO THE CHILD'S CLASSROOM.



## BUS TRANSPORTATION

Bus transportation is a privilege and any students that do not follow the bus rules and procedures will not be permitted to ride the bus. Excellent behavior is expected of all students. Anything that distracts the bus driver becomes a safety concern.

Children are to enter the bus in an orderly manner, find a seat quickly, and remain properly seated until the bus arrives at school or back at the student's assigned bus stop. All elementary children who must cross Saginaw Street or Bristol Rd. (except at the catwalk) to get to school are expected to ride the bus unless other arrangements are made with the building principal by the parent/guardian.

Students will not be allowed to ride a different bus or get off at a different location without prior written authorization from parent/guardian and signed by the principal or his/her designee. Verbal request or phone calls will not be accepted. Students that ride the bus on a regular basis will be placed on the bus unless written instructions are on file with the school secretary.

### Bus Rules and Procedures for students are as follows:

1. Show respect to the bus drivers/supervisors.
2. Show respect to other bus passengers.
3. Show respect for the bus and contents.
4. Keep hands, feet, and objects to yourself.
5. Keep all body parts inside the bus.
6. REMAIN SEATED.
7. Use "proper" school language.
8. Remain calm and cooperative.
9. Follow directions of the bus drivers/supervisors.
10. No food, drink or gum is to be consumed on the bus.
11. No teasing others.
12. Ask bus drivers to solve problems. Don't take matters into your own hands.

A form called "School Bus Incident Report" is available for bus drivers/supervisors to "write up" students who they feel are breaking a rule or distracting the bus driver. The form is given to the building principal to talk with the student and take appropriate action. A copy is mailed home to the parents.

Students may be suspended from the bus in response to any incident write-up depending on the severity of the offense. Additional incidents may result in longer bus suspensions or removal from the bus for the remainder of the school year. Bendle's main concern is the safety of all students and transportation staff members.

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We make every attempt to ensure busses will run on schedule. Unfortunately, busses can be delayed due to inclement weather, student situations or other unexpected reasons. Make sure your children know what to do if their bus does not arrive as scheduled.

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## PROMOTION PRACTICES IN ELEMENTARY GRADES

**Promotion:** Promotion in the elementary grades signifies that the academic and social growth made by the child entitles him/her to be placed in the next higher grade level.

**Retention:** Retention means that the child's academic, physical and emotional growth has not been of a satisfactory nature. In the considered judgment of the teacher, the child would gain more by spending another year at the same grade level than he/she would by advancing to the next higher grade level.

**Social Promotion:** Means that the child has consistently worked at a rate equal to his estimated ability or failed work up to his abilities but may be older, physically larger, or been previously retained in one or more grades. Emotional cases would also be included in this category.

**Exceptional Cases:** Relative to promotion or retention of elementary children should be called to the attention of the building principal for special consideration.

## WAYS PARENTS AND TEACHERS WORK TOGETHER TO HELP CHILDREN

1. Parent-Teacher Conferences are scheduled for the elementary grades. However, conferences do not have to be limited to just those days. If a teacher feels a need to talk with a parent - or if a parent feels the need to talk with a teacher - arrangements for a conference can be made by calling the respective building principal, or by the teacher contacting the parent...as the case may be.
2. School problems involving the child should be discussed with the teacher to avoid any misunderstanding.
3. If you find it impossible to keep a scheduled conference, please call the school office so that the teacher may be notified.
4. You are welcome to visit school any time after the first two-week period of adjustment after school starts. Please contact the principal's office in person or by telephone the day before your classroom visit.

## WAYS YOU CAN HELP YOUR CHILD

If we are to do the best job of helping your child grow in capacity to meet the problems of life, we must work together to that end. Please show an interest in what your child does at school. Always look at papers, which he/she brings home. DO NOT RIDICULE the results or criticize him/her for things he/she cannot do. If there is more than one child in your family, treat each one as an individual, trying not to compare him/her with brothers or sisters.

## LETTERS OR NOTES SENT FROM SCHOOL TO HOME

At various times throughout the school year, notes or letters are sent home to parents in regard to changes in time schedules, meeting, milk money, donations, etc. Please take the time to read these notes, as they are of importance to your child. Many times these memoranda should be kept for future reference.

## DANGEROUS PRACTICE: PLAYING ON SCHOOL PARKING LOTS

Parents, especially those living near the various school buildings, are URGED to see that their young children DO NOT USE THE SCHOOL PARKING LOTS AS PLAYGROUNDS. This includes the parking lot at the Administration Building.

Please, parents, see that your children do not indulge in this very dangerous practice.

## LOST AND FOUND

A "lost and found" box is maintained near each office, and articles may be reclaimed there. Handkerchiefs and combs, which are turned in to the "lost and found" will be destroyed for health reasons. All personal items, such as boots, tennis shoes, backpacks, lunch boxes, coats and notebooks should be clearly labeled with your child's first and last name.

All unclaimed items will be removed from the building periodically. If your child has lost anything, please check with the school or transportation office.

## CHILDREN VISITING SCHOOL

Children not officially enrolled in the Bendle Public Schools are not allowed to "visit" school unless accompanied by an adult. Exceptions will be made only at the discretion of the building principal.

## CONFISCATION OF PROPERTY

Dangerous articles will be taken from the children and will be returned at the discretion of the building principal. If a child brings something of this nature to school by mistake, it may be deposited in the office and reclaimed at the end of the school day. Nuisance playthings will be returned after a reasonable length of time.

## WHEN PARENTS DRIVE TO SCHOOL

On the occasions when you find it necessary to drive to school - bringing your children, picking them up, etc., please drive slowly and carefully. In spite of repeated warnings, children sometimes forget to watch for cars. Also, please be aware of the bus parking areas in all school parking lots. Please leave enough room for the busses to safely enter and exit these locations.

## ATTENDANCE AWARDS



**Perfect Attendance** means a student has not been absent or tardy any amount of time during the entire marking period.

**Outstanding Attendance** means a child has no more than a combination of two (2) absences/tardies.

**SECTION IV:**  
**MIDDLE SCHOOL STUDENTS (Grades 6-8)**

**TIME SCHEDULE**

Breakfast	7:15-7:50 AM
Doors Open	7:50 AM
Class Begins	8:00 AM
Dismissal	2:45 PM



**ATTENDANCE AND TARDY POLICY**

At Bendle Middle School, we believe that excellent attendance is an essential part of securing a quality education. Through good attendance a person has the opportunity to do his/her best and gain the most in school. Good attendance is established as a goal for everyone at Bendle Middle School.

Parents are required to contact the school to state why their child is absent and the expected duration of the absence. When possible, contact should be made the morning their child is absent. However, if this is not possible, a note should be sent to school with your child on the day they return. **If contact is not made with the school via note or phone call, the student will receive an unexcused absence.**

Experience clearly shows that there is a direct relationship between good attendance and academic success. **Additionally, parents should be aware that truancy charges will be filed in the event of excessive absences.**

**Arriving Late to School or Being Tardy to Class**

For first hour only, any student who arrives to class between 8:00 am and 8:15 a.m. will be considered tardy. Any student who arrives after 8:15 am will be marked absent for that hour. For all other classes, students will be marked tardy for arriving late in the first 5 minutes and marked absent after that.

Arriving late for a class without a written excuse will be considered an unnecessary disruption and the Responsibility Program will be utilized to address the problem.

**MIDDLE SCHOOL INSTRUCTIONAL PROGRAM**

1. Students receive seven (7) classes per day. Each class is approximately 45 minutes long. The seven periods include four-five core subjects. These are math, science, language arts, social studies, and in some cases reading.
2. Each grade offers a core extension class, which is designed to support the core subjects.
3. Each student participates in two exploratory (elective classes) daily. Explorations, except band, rotate throughout the year to give students the opportunity for a variety of experiences.
4. Each grade has a separate 30-minute lunch.

5. Students are required to take gym/health in sixth, seventh and eighth grades.

**FAILURE IS NOT AN OPTION!**

"FINAO" is a plan for greater student achievement at BMS.

**FINAO – What is it?**

*Failure is Not an Option* (FINAO) is Bendle Middle School's plan to increase student learning and raise student achievement. While FINAO happens to be our chosen name, other schools refer to the program as an A.B.C. incomplete program.

**Goal**

*All students will reach curriculum mastery at a minimum of a C level.*

Students not achieving an A, B, or C will be required to redo the work necessary to raise their grade to a minimum of C. Students needing extra time and help will be given assistance to complete their work to mastery level.

**SCHOOL PARTIES**

All social events, including dances, will generally be held after school.

**LOCKER ASSIGNMENTS**

In accepting a locker assignment and in using the lockers, it is understood by the student that the lockers located in Bendle Public Schools are the property of the Bendle Board of Education and have been given in custody to the building principal who acts as the Board's designee. It is further understood that the locker has been assigned to the students and the building principal jointly, and each has the right to enter the locker at any time without the other being present.

1. There will be no rental fee for a locker or for locks.
2. Lockers must be kept locked at all time.
3. Students are prohibited from using their lockers between classes during the AM and PM sessions. Students are to go to their lockers only before the first hour class in the AM and their first hour class in the PM.
4. Students must keep the locker that is assigned to them.
5. Do not share your locker combination with anyone.
6. Do not leave valuables in your lockers at any time.

*Violation of items 2-5 above, may result in loss of locker privileges.*

There are sufficient lockers for all students. The various grades have been designated a certain area in which students of that grade will be assigned lockers. Students who desire a locker will be issued the combination when all necessary registration materials have been completely filled out and turned in.

**WORKING PAPERS**

Students must be fourteen (14) years of age to obtain working papers and may apply at their principal's office, anytime Monday-Friday from 8:00 AM to 3:30 PM.

## **DRIVING OF MOTOR VEHICLES**

Students enrolled in the Bendle Middle School are NOT permitted to drive automobiles, motorbikes or motorcycles to school.

## **BREAKFAST AND LUNCH (MANDATORY CLOSED CAMPUS)**

A healthy and delicious breakfast and lunch are offered to students each day. Students may also bring cold lunch. The gym will serve as a lunchroom for both the students who purchase a hot lunch and for those who bring a lunch from home. **MATERIALS WILL BE MADE AVAILABLE TO ALL STUDENTS TO APPLY FOR A FREE OR REDUCED PRICE HOT LUNCH.** Activities are made available for students after finishing their meal.

It should be noted that NO STUDENT will be permitted to leave the school grounds during the scheduled lunch period, unless accompanied by a parent, guardian or someone on the emergency procedure card.

All food and drink must stay in the cafeteria. Food or drink items will be confiscated and discarded if seen in the hallways or classrooms.

## **BENDLE MIDDLE SCHOOL RESPONSIBILITY SYSTEM**

### **The Responsible Thinking Process (RTP)**

Traditionally, teachers have been taught to apply many different methods to 'manage' student behaviors such as yelling, telling, lecturing, removing privileges, or rewarding prizes. However, these management strategies (even the positive ones) are an attempt to control or manipulate another person's actions. The Responsible Thinking Process (RTP) aims to respectfully engage students into thinking about their own actions and how they relate to the rules. It teaches students how to achieve their own goals without violating the rights of others. Therefore, students learn to self-manage, and teachers teach.

The Responsible Thinking Process (RTP) offers participants an effective way of reducing the violation of rules while enhancing a student's ability to self-manage. RTP offers a framework for participants to develop an environment that is centered on mutual respect, rather than control. The process is based on the principles of Perceptual Control Theory (PCT).

### **Responsibility System**

The students are learning to take responsibility for their own actions. If a student caused a disruption in class they are asked 6 questions. These questions give the students the opportunity to stop, reflect on what they were/are doing and decide if that action is what they really want to be doing. Students are asked the following questions when they disrupt:

1. What are you doing?
2. Is that ok? –or- What are the rules?
3. What happens when you break the rules?
4. Is that what you want to happen?
5. What do you want to do now?
6. What will happen the next time you disrupt?

If the student disrupts a second time they will be asked the following questions:

1. What are you doing?
2. What did you say would happen the next time you disrupted?
3. Where do you need to go?

The student will then go to the Responsibility Room to complete an improvement plan. When the student has finished the plan, the person in charge will review the plan with them. The student then makes an appointment with the referring teacher to discuss the plan and to decide when the student will be allowed back to class.

If the student decides to disrupt in the Responsibility Room, the questions will be asked and after the second disruption the student has decided to go home. The student will go to the office and call home.

## **STUDENT SUSPENSIONS**

When a student is suspended from school for any reason, they are expected to make up their work and will receive credit, however their grade may be lowered by one grade.

## **STUDENTS LEAVING THE BUILDING**

It should also be noted that during the school day, students will not be permitted to leave the school unless accompanied by a parent or guardian or someone who is listed on the emergency card. At no time is a student permitted to leave the building without the consent of the building principal or designee. Students leaving the building, at any time, without permission from the office may be suspended from school.

## **USE OF BACKPACKS, PURSES, GYM BAGS AND OTHER CARRY ALLS**

For security reasons, backpacks, purses, gym bags and other carry all bags are prohibited in the classroom. All such items must be secured in lockers at the beginning of the school day.



**SECTION V:**  
**HIGH SCHOOL STUDENTS (Grades 9-12)**

**TIME SCHEDULE**

Doors Open..... 7:30 AM  
School Begins..... 7:45 AM  
Dismissal..... 2:30 PM



**ATTENDANCE AND TARDY POLICY**

Philosophy- Good attendance is an important part of academic success therefore; every student needs to be in school on a regular and punctual basis. To that end the following policy exists:

1. Should a student total three tardies in a class, those tardies will convert to one (1) absence. Thereafter, an absence will be recorded for every additional three (3) tardies. NOTE: A tardy is defined as being late for class not more than 15 minutes.
  2. For a student to qualify to receive credit for any class, he/she may not be absent more than five (5) times per term. Exceeding five (5) absences may result in a loss of credit and that student being withdrawn from Bendle High School for the remainder of the term. Attendance letters will be mailed home when a student reaches his/her 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> absence in any one class to keep parents apprised of their child's attendance record.
  3. In those rare cases of officially documented illness that total more than five (5) days, you may appeal to the building principal to consider some variation of the five (5) absence rule. Should a parent/guardian feel the need to appeal any part of this policy; the appeal shall be made in writing to the building principal within three school days of the decision. Appeals requested after three days will not be considered.
  4. During a trimester, absences may be redeemed via Saturday School or through a prearranged, supervised detention.
  5. Perfect Attendance- Perfect attendance is defined as no absences and no tardies.
- Appeal process- Should a parent/guardian feel the need to appeal any part of this policy; the appeal should be made by contacting the building principal within three school days of the decision. Appeals requested after three days will not be considered.

**WORK OUTSIDE OF SCHOOL**

Students will not be excused from school in order to work. Obtaining a high school education is a full time job in itself and students who try to work and do a good job in school

generally have a difficult time. School work is neglected - they are tired and want to sleep in school and feel insulted when reprimanded.

**CLOSED CAMPUS**

Students may purchase a lunch through the school lunch program or they may bring a lunch. Students will be expected to conduct themselves as ladies and gentlemen and are to observe the rules pertaining to the lunchroom. All students will remain in designated areas during the lunch period. At no time is a student to leave the high school without administrative permission. MATERIALS WILL BE MADE AVAILABLE TO ALL STUDENTS TO APPLY FOR A FREE OR REDUCED PRICE HOT LUNCH.

**COUNSELING AND TESTING**

Counseling is available to students to talk over problems, explore career possibilities, and seek advice regarding college and, in general, to be of service to each individual student. It is hoped that parents will feel free at all times to contact the Guidance Counselor whenever questions arise.

**FINAL EXAMINATIONS**

Final examinations will be held at the end of each trimester. All students must take these examinations with the following exceptions: Seniors with at least a B- grade in all classes in the third trimester, and have not been suspended and who have been absent no more than three(3) school days during the trimester may opt out of their third trimester final examinations. Parent permission must be documented.

**USE OF BACKPACKS, PURSES, GYM BAGS AND OTHER CARRY ALLS**

For security reasons, backpacks, purses, gym bags and other carry all bags are prohibited in the classroom. All such items must be secured in lockers at the beginning of the school day.

**STUDENT DRIVING POLICY**

It is felt that, under normal circumstances, it is not necessary for students to drive to school and it is to be hoped that parents will use good judgment in allowing their children to do so. However, students enrolled at Bendle High School may be permitted to drive cars or other motor vehicles to school until such time as it becomes necessary to restrict their use due to discourteous or reckless driving and under the following conditions as set forth in a policy adopted on September 12, 1969 in conjunction with the Burton Police Department and other schools within the city. The school will enforce this policy during school hours on the way to and from school, while driving on school premises.

1. All cars and vehicles must be registered in the office of the Principal.
2. When students misuse the driving privilege, either by receiving a traffic violation summons from a law enforcement agency and/or school personnel noting discourteous or reckless driving habits, the following procedures will be used:

- a. ON THE FIRST OFFENSE OR VIOLATION, the building principal will notify the student and the student's parents and the student will have his/her driving privileges suspended for one calendar month.
- b. ON THE SECOND OFFENSE OR VIOLATION, the student will have his/her driving privilege suspended for the remainder of the school year. In this case, the parents will be notified of the suspension by the building principal.

### SEARCH OF AUTOMOBILES

IN CONNECTION WITH THE STUDENT'S REQUEST TO PARK HIS/HER AUTOMOBILE OR ANY AUTOMOBILE HE/SHE IS PERMITTED TO DRIVE BY THE OWNER THEREOF ON SCHOOL PREMISES, he/she does agree and consent to the unlocking, opening and inspecting of the subject automobile and of all of the portions thereof including the trunk and engine area. He/She does further agree and consent to the opening, examination and inspection of all items located in any such automobile. The principal of the school building or his representative may undertake such examination of the automobile or of its contents, and he/she agrees to make any and all lock keys available to the principal or his representative for this purpose. He/She understands that the permission herewith granted shall last as long as he/she continues to have the permission of this school district to park any such automobile on school premises.

### STUDENT PARKING AND DRIVEWAY ENTRANCE

Use the Scottwood or Buder entrance and park vehicles in the southeast parking lot.

### SKILL CENTER REQUIREMENTS

We trust that students will strive to represent both themselves and Bendle in a manner that will be above average. Although the following items do not cover everything, we trust that major expectations will be clear:

1. Bus transportation will be provided to and from Skill Center. Students are NOT to drive, or to ride with others, to or from the Skill Center unless pre-arranged exceptions are granted by the building principal. Pre-arranged exceptions may be allowed for:
  - a. Circumstances where a co-op placement under Skill Center direction makes bus transportation undesirable.
  - b. Where a parent pre-arranges to transport a student on a particular day.
2. While on the bus, all students shall be courteous and responsive to the bus driver. Smoking, profanity, or any other disruptive behavior will not be tolerated.
3. Your attendance at the Skill Center will be reported daily to us and we will keep attendance records, which will be part of your Bendle record.
4. While at the Skill Center, you continue to be under the Code of Conduct of the Bendle Schools as well as meeting any rules and regulations of the Skill Center.
5. Since three (3) credits are given per year, it is imperative that you do everything possible to be successful at the Skill Center. Summer school would be necessary to make up any failures.

## GRADUATION REQUIREMENTS-SENIOR HIGH SCHOOL STUDENTS

### Class of 2012 to 2015

29 credits needed to graduate. 2 credits earned in Advisory and the other required classes are defined as follows:

**English (4 credits)** - 9, 10, 11, 12

**Math (4 credits)** - Algebra I, Geometry, Algebra II and Math in the senior year

**Science (3 credits)** - Intro to Chemistry, Intro to Physics, Biology, Chemistry or Physics

**Social Studies (3 credits)** - American History, Civics, Economics, World History

**Visual, Performing and Applied Arts (1 credit)** - 1 credit in applied (vocational) fine arts

**Physical Education/Health (1 credit)**

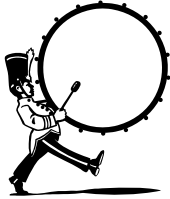
**Senior Project (.5 credit)** - Students must successfully complete the Senior Project class in the last trimester of their senior year.

**Online Learning Experience** - Course, Learning or Integrated Learning Experience



**SECTION VI:**  
**GENERAL RULES AND REGULATIONS**

**BAND POLICY (Grades 6-12)**



1. Any student missing a performance without being excused ahead of time by the Band Director, will receive a "0" for the performance section of their grade for the term in which the performance occurred.
2. No smoking or drinking is permitted while in uniform or at Band functions. Violation of this rule will result in the dismissal of the student from the band.
3. Lost or damaged music and equipment belonging to the Bendle Music Department will be charged to the student responsible. This must be paid before the end of the semester.

**STUDENTS VISITING SCHOOL**

Students not enrolled in the Bendle Public Schools are NOT allowed to visit school unless accompanied by an adult. Exceptions may be made only at the discretion of the building principal.

**HIGH SCHOOL STUDENTS**

It is our desire that every student graduate. To that end, if a student is having problems that might keep him/her from graduation, we strongly urge that the student and parent(s) immediately seek a conference with the counselor and or building principal. Call 591-5103 for an appointment.

**ATHLETIC DEPARTMENT**

**THE NCAA CLEARINGHOUSE**

The Initial-Eligibility Clearinghouse has been established to determine a student's academic eligibility upon acceptance to a Division I or II college/University. A student not approved by the Clearinghouse will not be eligible to participate in intercollegiate sports as a freshman.

Athletes with ambitions of continuing their athletic careers at the collegiate level should become familiar with the NCAA CLEARINGHOUSE POLICIES AND PROCEDURES. Students must assume the responsibility to schedule an appointment with the counselor in his or her freshman year to ensure the proper core classes will be taken, and to remain updated as to the completed core class requirements. Parents should also become involved in this process from the beginning of a student's freshman year.

**MHSAA**

The Bendle Public School District is a member of the Michigan High School Athletic Association (MHSAA). Member schools voluntarily join the MHSAA each year, vowing by formal resolution to abide by and enforce common rules for educational athletics.

**ATHLETIC ELIGIBILITY REQUIREMENTS**

For grades 9-12 as adopted by the Bendle Board of Education on 08/09/82, revised on 10/14/91, revised 8/09:

The following policies and procedures have been approved by the MHSAA Executive Committee as minimum standards:

1. Students must be completing 66 percent of full course load potential in their first term of the new school year.
2. Students in trimester systems who were ineligible at the end of the second trimester of the previous school year but have a satisfactory third trimester record become eligible on August 1, of the new school year.
3. Students in trimester systems who were ineligible at the end of the third trimester of the previous school year become eligible at the start of their second trimester of the new school year.
4. Students in semester systems who are ineligible at the end of the second semester of the previous school year become eligible on their 61st scheduled school day of the new school year, provided they have been doing passing work cumulatively for the previous 60 days.
5. Students who achieve credit for four courses but not 66 percent of full course load potential for a full-time student (e.g., four of seven) during their last academic term of the previous year will remain eligible at the start of the new school year.

## PHYSICAL EXAMINATIONS

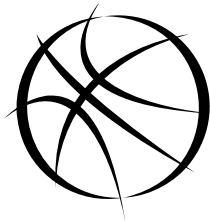
To be eligible to participate in practice sessions or athletic contests, a student MUST have a completed physical exam form with physician's signature on file for the current school year PRIOR TO ANY PRACTICE OR TEAM PARTICIPATION.

## ATTENDANCE RECORD

- A. Day of Contest: In order to participate in a contest, the student must be in attendance the full day unless the building principal grants an "Excuse for Participation".\*\*
- B. Day Following Contest: The student must be in attendance the full day following a contest in order to participate in the next contest of that sport season except when the building principal grants an "Excuse for Participation".\*\*
- C. Saturday or Sunday Contest:
  - 1. Attendance prior to contest: A student must be in full day's attendance on the school day prior to the contest in order to participate except when the building principal grants an "Excuse for Participation".\*\*
  - 2. Attendance following contest: A student must be in full day's attendance the following school day in order to participate in the next contest of that sport season except when the building principal grants an "Excuse for Participation".\*\*
- D. Continuous or patterned absences may lead to game suspensions or possible squad dismissal.

Eligibility Rules for Senior High School students are outlined in the Michigan Athletic Association Handbook as printed each year. Bendle Schools have agreed to be bound by their minimum rules and regulations.

**\*\*EXCUSE FOR PARTICIPATION:** is only authorized and granted by the building principal or athletic director when the absence is due to a doctor's appointment WITH a doctor's verification, or because of a significant or unusual circumstance of which the parent or guardian has PERSONALLY NOTIFIED the building principal either by phone or conference by 1:00 p.m. on the day of the student's absence.



# Good Sports are Winners

## BENDLE PUBLIC SCHOOL ATHLETIC DEPARTMENT TRAINING RULES

(as revised by the Bendle Board of Education on 08/14/95)

Upon receipt of an accusation that an athlete has violated the Bendle Public Schools Athletic Department Training Rules, the Athletic Director, working with the Building Principal and the Head Coach of the sport in which the athlete is involved, will conduct an investigation to determine if there is evidence that would substantiate the accusation. This investigation will be completed in no more than five days from receipt of the accusation.

### A. USE, BODILY POSSESSION OF, OR SALE OF TOBACCO, MARIJUANA, DRUGS, LOOK - A - LIKE DRUGS, OR ALCOHOLIC BEVERAGES; STEALING OR VANDALISM. (Tobacco includes the use, or bodily possession of chewing tobacco and/ or snuff)

Any student found to be using drugs or alcohol shall be required to submit to drug testing. A student will not be permitted to participate without a written medical statement, which in effect states non-presence of drugs and/or alcohol in the student. Such testing and the costs shall be the responsibility of the parents or guardian of the student.

If an athlete is found guilty by the Athletic Director of violating one of the above stated rules, the following punishments will be administered:

**FIRST OFFENSE:** An athlete will be suspended for one third of all contests. (ex: 3 games from football). A suspension will occur with the first offense of any of the above stated violations. The student athlete will be required to attend all practices but will be suspended from any school property on contest days. Any student suspended for use of drugs or alcohol must test negative prior to returning to the team. Any athlete that does not adhere to the above conditions will be removed from the team permanently. The suspension takes effect immediately, if in season. If the offense comes with less than 1/3 of the games remaining in the season, the suspension will be continued when the athlete's name appears on a team roster for another season or sport. The athlete must complete the season/seasons in order to fulfill his/her suspension obligations. If the athlete does not complete the season or sport, the conditions of the suspension have not been met. The number of days remaining from the season/sport when the suspension was issued will carryover to when the athlete's name appears on a team roster for another season/sport. The suspension takes place with the first contracted contest. If the offense occurs during the school year or summer months when an athlete is not participating nor trying out for an athletic team, a 1/3 suspension from all athletic competitions will begin with the first contracted contest. If a student does not tryout for an athletic team within a calendar year from the date of the offense, the 1/3 contest suspension from all athletic competition will be waived.

**SECOND OFFENSE:** A twelve month, year-to-date suspension from participating in any athletic sport.

**B. CONDUCT CONSIDERED TO BE IMMORAL, INDECENT, INSUBORDINATE, OBSCENE, OR VULGAR.**

If an athlete is found guilty by the Athletic Director of violating this rule, the Athletic Director will determine the punishment.

**A SPORT SEASON**

A sport season will consist of the first day of practice to the last scheduled event of that particular athlete's sport.

**LATE HOURS**

Athletes must assume the responsibility to obtain the proper rest during athletic seasons. It is further understood that while coaches may alter individual team rules concerning curfews, all athletes must abide by the curfew laws as stated under the Criminal Code of the City of Burton.

In any case, it is recommended that any athlete be in bed no later than 11:00 p.m. on a regular basis.

**SQUAD MEMBERS**

After the first regularly scheduled game in your sport season, you become a permanent member of that squad unless released by the coach. If you quit or if your parents make you quit any squad after the first regularly scheduled game in that sport season, you will not be eligible to join another athletic squad until the next sport season.

**EXCUSED FROM PRACTICE**

If you must be excused for some worthy reason, notify your coach prior to practice. Avoid absences whenever humanly possible as you will miss valuable instruction. Three unexcused absences will be considered the same as if you have quit your team and the squad membership rule will be applied.

**TRANSPORTATION TO AND FROM CONTESTS**

Every player will always go to and from all athletic contests on the bus, unless special permission is obtained from the athletic director.

**ATTENDANCE RECORD**

See "Eligibility Requirements"



**BENDLE MIDDLE SCHOOL ATHLETIC AND ELIGIBILITY GUIDELINES**

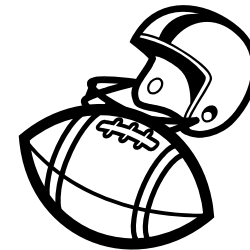
While athletics play a very positive role in the development of a student, academics are first and foremost. **Bendle Middle School athletes represent the school whenever they compete. For this reason, our athletes must maintain a high degree of self-respect along with respect for team and school. To ensure that all athletes know what is expected of them, prior to the first practice, Bendle Middle School coaches along with a building administrator will hold a team meeting covering athletic guidelines and the consequences for any violations.**

In order to be athletically eligible, we expect BMS students to meet weekly academic and behavioral requirements. Staff members are expected to turn in their eligibility reports by Friday at noon each season. Any student with two or more classes below 70% is ineligible for the next week. While going to tutoring is not required, tutoring and meeting with his/her teacher is highly encouraged for the benefit of the child's education. Other athletic notes:

- If a student is suspended from school, they are automatically ineligible for the next game.
- A student must be in attendance for the entire day of school in order to participate in their game. The building administrator, at his/her discretion, may allow the student to participate in the game if they are not in school a full day and there are extenuating circumstances.
- All school rules and regulations outlined in the Code of Conduct Book apply to all athletes.
- All eligibility forms will be turned in by Friday at noon. This will allow the office to make every effort to notify the student, parent, and coach if the student is ineligible.

Additional policies and expectations for all Bendle athletes can be found in the Code of Conduct Book under the heading, **Good Sports Are Winners.**

As a reminder, students may not return to their lockers after practice for any reason unless accompanied by a parent.



**POLICY ON USE OF SCHOOL BUILDINGS AND FACILITIES ON SUNDAY  
(as adopted by the Bendle Board of Education on Monday, July 21, 1980.)**

THE BENDLE BOARD OF EDUCATION'S PHILOSOPHY RELATIVE TO THE USE OF SCHOOL FACILITIES ON SUNDAY: The Bendle Board of Education believes that generally the use of school buildings and facilities on Sunday should be discouraged. However, it is recognized that occasionally situations are such that the use of school facilities on Sunday is desirable. Therefore, the following guidelines represent the Board's position and policy on the use of school buildings and facilities on Sunday:

**I. PUBLIC EVENTS**

**OUTSIDE ORGANIZATIONS** (Groups other than school sponsored)

All requests are to be made in writing to the Bendle Board of Education via the Superintendent. The Superintendent will place the request on the agenda for the next regular monthly meeting of the Board.

- a. All requests shall include the date, time and location desired. If the event is a money raising project, the spectator admission charge shall also be included in the request.

The Bendle Board of Education will then either approve or deny the request. If approval is granted, the Board shall determine the rental charge for the facility being used.

**SCHOOL SPONSORED ORGANIZATIONS**

School sponsored organizations making such requests must receive approval from the building principal where the event is to be scheduled.

**USE OF SCHOOL FACILITIES FOR OTHER PUBLIC EVENTS**

**A. SCHOOL SPONSORED GROUPS OR ORGANIZATIONS**

- 1. IN ALL SUCH CASES, IT SHALL BE UNDERSTOOD THAT ATTENDANCE AND PARTICIPATION BY STUDENTS MUST BE ON A VOLUNTARY BASIS. A STUDENT'S GRADE, CREDIT OR POSITION ON A TEAM SHALL NOT BE AFFECTED DUE TO NON-PARTICIPATION.
  - a. School sponsored athletic teams must receive approval from the Athletic Director by no later than the Friday prior to the Sunday activity.
  - b. School sponsored groups and organizations other than athletics must receive approval from the building administrator where the activity is to be held prior to 4:00 pm on Friday preceding the Sunday activity.

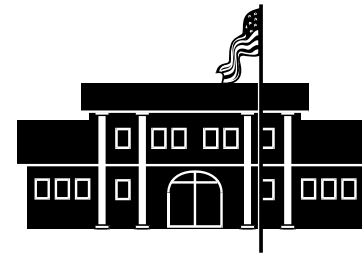
School sponsored groups and organizations other than athletics requesting the use of the gymnasium facilities must have a minimum number of ten students before request will be considered by the building administrator. The requirement is due to the high cost of utilities and for energy conservation.

In both a and b above, the responsible administrator shall make notification to the Superintendent.

**B. GROUPS OTHER THAN SCHOOL SPONSORED** (not a public event)

- 1. Authorization must be received from the building administrator of the facility that is being requested. This must be done prior to 4:00 pm on the Friday prior to the Sunday activity.
  - a. Whenever a gymnasium facility is being requested, there must be a minimum of ten people before approval will be considered. This requirement is due to the high cost of utilities and for energy conservation.
  - b. The building administrator shall make notification to the Superintendent.

**AGAIN, WE WANT TO EMPHASIZE THAT A STUDENT'S ATTENDANCE AND/OR PARTICIPATION IN ANY SCHOOL SPONSORED SUNDAY ACTIVITY OR EVENT IS STRICTLY VOLUNTARY!**



## ACCEPTABLE USE POLICY FOR TECHNOLOGY



The Bendle Public Schools supports the use of technology to enhance student learning and to improve efficiency of district operations. We recognize the importance of expanding the curriculum to include the training of staff and students in the use of electronic data networks, the Internet, and all kinds of multi-media technology. Further, use of the computer network is a privilege, not a right.

The fundamental rule for use of district computer network resources is that all use must be consistent with the district's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to list all required or prescribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. Therefore, the following policies and procedures have been established to ensure the proper and ethical use of technology in order to achieve the administrative and instructional goals of the users:

### General Policies:

1. Every student and staff member wanting access will first read and agree to this acceptable use policy. These signed agreements will be kept on file and updated annually.
2. Access to the Internet is for administrative and instructional purposes. All users shall have an instructional focus with specified learner outcomes.
3. Only those users with instruction or prior experience will be authorized to use any hardware or software.

### Internet Use:

1. Internet users shall adhere to local, state, and federal laws governing the use of the Internet and electronic data. Use shall not be for illegal or for unethical activities. These activities include but are not limited to:
  - a. The transfer of objectionable materials, including offensive language and pornography.
  - b. Gaining unauthorized access to information, data, files, or passwords of others.
  - c. Sharing accounts, sign-ons, passwords, or impersonating others.
  - d. Infiltration of electronic data network components or hacking which results in the accidental or intentional destruction, mutilation, or theft of files on a computer system.
  - e. Creating unauthorized/misrepresented Web pages.
  - f. Violation of copyright laws.
  - g. Illegally copy, send or distribute any copyrighted software, work or other material.
  - h. Use an account of someone other than the registered holder.
  - i. Make any attempt to harm or destroy the data of any other user or any system on the network, including or sending computer viruses or similar computer code.
  - j. Attempt to access material or sites, which are blocked by the district or attempt to use the network while access privileges are suspended.

### Internet Use (continued):

2. Users are prohibited from using the technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.
3. It is the user's responsibility to obtain the prior consent of the technology coordinator or system operator before removing, relocating, or modifying any hardware or software.
4. It is the user's responsibility to keep all food and drink out of the computer rooms and away from all hardware.
5. The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries or service interruptions caused by its negligence or the user's errors or omissions.
6. The network provides access to third party data and information over which the district has no control. Though the district will make every effort to block inappropriate material, users may be exposed to defamatory, inaccurate or otherwise offensive material.
7. The user agrees to reimburse the district for any losses, costs or damages including reasonable attorney and consultant fees occurred by the district relating to or arising out of any breach of the terms of this request for network access.
8. The user acknowledges that the district's computer network belongs solely to the district and that any files, records, electronic mail or other communications may be examined or deleted by the district at any time, in accord with district procedures.
9. Subscriptions to News groups and LISTS must be reported to the technology coordinator or designee. Prior approval is required for students and staff.

### E-Mail:

Before students or staff are issued e-mail accounts, all individuals must have agreed to and signed the Bendle Public Schools Acceptable Use Policy. No student will receive an individual account without written permission from parents. Teachers may request group or classroom accounts as needed. In addition to the above, the following rules apply:

1. Use of appropriate language and etiquette is expected.
2. Users will not share passwords or use other's accounts.
3. Users will not reveal personal information on-line, for example, address, and phone number.
4. Use of the network or e-mail to harm or harass others is not acceptable.
5. Subscriptions to news groups and list must have prior approval of system manager.
6. Teachers and administrators have the right to review files and communications to maintain system integrity and assure students are using the system responsibly. E-mail and Internet files stored on district computers are not considered private.

**Web Pages:**

Any web pages constructed by students or staff of Bendle Public Schools and published on a server belonging to the district must meet the following guidelines:

1. A Web page cannot contain:
  - a. Abusive, obscene or inappropriate language, messages, or pictures
  - b. Personal information about students including full name, address, e-mail address, phone number, pictures, or other distinctly identifiable information, etc.
  - c. Pictures in which individuals are clearly identified.
  - d. Any material that is in violation of copyright laws.
  - e. Links to sites that are social (for example, chat rooms), controversial, or inappropriate for schools.
2. A web page must serve an educational purpose: for example, instructional resource or community communications vehicle.
3. Each web page must meet high standards of clarity, grammar, spelling, punctuation, etc.
4. All information included must be completely accurate and up-to-date.
5. Each web page must be approved by the technology coordinator or designee prior to placement on the server.
6. Each web page must be maintained on a regular basis with a date published at the bottom of each page, to be sure that information is current and all links are functional. This is the responsibility of the author(s) or the web class. If it is not done, the page will be removed from the server.
7. Students or staff may not publish personal web pages on district servers.
8. A web page may not be used for commercial purposes.
9. At the bottom of the web page there must be a link that returns the user to the appropriate point(s) in the district web pages. A template will be provided for all users.
10. The authorized teacher who is publishing the final web pages for herself/himself, or for a student(s), will edit and test the page(s) for accuracy of links and check for conformance with standards outlined in this policy.
11. Adhere to copyright and/or trademark guidelines regarding use of text, graphics, sounds and clip art.
12. Limit graphics on the opening page so the web page can be loaded within a reasonable amount of time.
13. Be formatted to fit 640x480 resolution.
14. Have a way on the page for the publisher to be contacted.
15. Use links to a commercial site only if there is an educational benefit.

**Consequences of Inappropriate Network Behavior:**

Any user who does not comply with the Acceptable Use Policy will lose network privileges. Infractions of the policy may result in permanent termination of privileges. Users violating any of these privileges and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school district.

**BENDLE PUBLIC SCHOOLS SAFE SCHOOLS POLICY**

The Bendle Public Schools Board of Education endeavors to ensure that Bendle Public Schools is a safe place for teaching, learning, and working. Physical and/or verbal assaults committed by a student against school personnel and/or another student(s) will not be tolerated. Student possession of any dangerous weapons will not be tolerated. Bendle Public Schools will take swift and appropriate disciplinary action for the following infractions:

**Weapons**

Any student in possession of a dangerous weapon, as defined by law, or who commits arson or criminal sexual conduct on school district property or at a school sponsored event shall be permanently expelled from the school district for a period of not less than one hundred eighty (180) school days. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, and knife with blade over 3 inches in length, pocket knife opened by mechanical device, iron bar, brass knuckles (380.1313).

**Physical Assaults Against School Personnel**

The Board shall expel a student in grade 6 or above for a minimum of 180 school days up to permanent expulsion if a student commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

**Physical Assaults Against Students**

Any student in grade 6 or above who commits a physical assault, as defined against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event may be suspended or expelled up to 180 days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Building principals or his/her designee may suspend students up to 10 days for violation of this policy. Any offense which may necessitate further disciplinary action will be referred to the Superintendent for a Board of Education Hearing.

**Verbal Assaults**

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be suspended or expelled up to 180 days. "Verbal assault" means any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Building principals or his/her designee may suspend students up to 10 days for violation of the aforementioned offenses. Any offense, which may necessitate further disciplinary action, will be referred to the Superintendent for a Board of Education Hearing.

Also, for purposes of this policy, any written threat, bomb threat (or similar threats) directed at a school building, other school property, or a school related event shall result in a minimum 180 day expulsion.

### **Teacher Empowerment To Suspend**

Pursuant to MCL 380.1309(2), teachers may remove and suspend students from a class, subject or activity for one day when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. Students suspended under this section shall not be permitted, during the term of the suspension, to attend other classes in the school building or extracurricular activities unless the Principal or his/her designee permits the student to continue the school day under appropriate supervision.

When a suspension occurs, students shall be sent to the Principal's office with a suspension form. A written report of the incident shall be submitted by the end of the school day to the Principal or his/her designee. Teachers suspending students under this policy shall contact the parents (the day of the suspension) to discuss the reason for the suspension prior to the student returning to school. A written report shall be filed with the building principal by the following day summarizing the results of the parent conference/call.

This policy does not negate the Principal's or his/her designee's discretion to impose a multiple day suspension beyond the teacher's statutorily limited suspension period when the student's conduct warrants more severe disciplinary action in the principal's sole discretion.

### **Application to 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.

### **Implementation**

The Superintendent shall develop written regulations for dealing with discipline of students authorized by this policy.

The regulations shall include procedures for reporting violations of this policy to the student's parent(s)/guardian(s), Superintendent and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies and specifics for the reinstatement of students.

### **Annual Review**

As part of its oversight function, the board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficiency.

Adopted - August 23, 1999

LEGAL REF: MCL 380.1311; 750.82; 750.235A; 752.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults Against Students).

### **PARENT NOTIFICATIONS**

#### **No Child Left Behind Notification (NCLB)**

Under NCLB, every school receiving Title I funding is required to notify parents of their rights to request and receive the following information from your child's school:

- \*\* Professional qualifications of your child's teacher(s) including degrees/certifications held and whether the teacher is certified in the area he/she is teaching.
- \*\* Whether or not their child is receiving instruction by a paraprofessional, and if so, his/her qualifications. This applies to all instructional staff in the school, not just those paid with Title I funds.

NCLB also states that Title I schools must notify parents:

- \*\* About the school improvement status of your child's school. Title I schools that do not meet adequate yearly progress for at least two years in a row may be required to offer students public school choice within the district or other services such as tutoring. Schools that continue to be identified for improvement may be listed for corrective action.
- \*\* Of your child's achievement level on the MEAP test
- \*\* If your child has been assigned or taught for at least four consecutive weeks by a teacher who does not meet the high qualified definition.
- \*\* Of your right to be involved in the planning and implementation of the parent involvement program in your child's school.

The Bendle School District encourages parents to be involved in all aspects of your child's education. If you should have any questions regarding No Child Left Behind, please contact your child's building principal.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sexual behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary 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 from students for marketing or to sell or otherwise distribute the information to others.
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distributing purposes; and
  3. Instructional material used as part of the educational curriculum.

The Bendle Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Bendle Public Schools will notify parents and eligible students of these policies at the start of each school year and after any substantive changes. Parents and eligible students will be notified directly, such as through U. S. Mail or email of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office, U. S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D. C. 20202-4605

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational 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. These rights 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 principal a written request that identifies the record(s) they wish to inspect. The School official 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or 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 an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (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.

- (4) As required by S 99.37 of the regulations notification of student directory information includes name, grade, and address.
- (5) 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 are:

Family Policy Compliance Office, U. S. Department of Education  
400 Maryland Avenue, S. W.  
Washington, D. C. 20202-4605