

Bendle Public Schools

2023/2024

Code of Conduct

and

Student/Parent Handbook

**Kindergarten-Grade 12**



## **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:**

*Bendle Public Schools remain vigilant with regard to the health and safety of our families and staff. Schools may continue to face changes due to widespread illness, emergency restrictions, or health department guidelines. In certain cases, these changes may be necessary with little, or no prior notice. It is also possible policies and procedures within the Code of Conduct may be amended to comply with any necessary changes.*

*Students and parents should understand rules and procedures in the Code of Conduct continue to apply to students during any school sponsored activities held on or off school campus grounds. This includes all extracurricular and distance/online learning/activity sessions.*

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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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<b>SECTION I</b> <b>BENDLE PUBLIC SCHOOLS "CODE OF CONDUCT"</b>
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## **POLICY ON SUSPENSION AND EXPULSION**

*Adopted by the Bendle Board of Education August 14, 2017*

### **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.

The Board directs the Superintendent to develop and regularly update a student code of conduct. The code of conduct must: (1) identify offenses that may result in discipline; (2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; (3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and (4) include "Suspension from Class, Subject, or Activity by Teacher."

Rules and regulations within the Bendle Code of Conduct apply to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

The **BENDLE 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 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. Bendle Public Schools will make every effort to see that this policy is displayed in order to provide reasonable assurance of public knowledge regarding 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.

It is the Board of Education's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may

discipline students who engage in misconduct. The discipline process shall include strategies described within legal guidelines and recommendations of the State Board of Education, as well as those of the Bendle Board of Education. In general, discipline may be progressive in nature and involve consequences including, but not limited to verbal counseling, loss of privileges, detention, and or successful completion of individual behavior plans, and participation in supplemental programs (*including Positive Behavior Intervention Support and Restorative Practices*). Consequences shall be proportionate to actual violation(s) of the Bendle Code of Conduct, as well as the offending students' overall discipline record, safety of fellow students, staff, and administrators, the ability for staff to provide necessary instruction, and otherwise overall effective functioning of the building and, or district. Discipline may also, but need not, include suspension or expulsion from school.

For this reason, prior to any suspension assigned by school administrators/designees or expulsion by the Bendle Board of Education, the following (7) factors must be considered (**Hereafter referred to as the “(7) factors.”**):

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

Since students are basically motivated to learn and 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.

Bendle 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 classroom/school regulations, it becomes necessary to remove him/her from the group. If a preponderance of evidence reveals a student is a distracting or corrupting influence, suspension or expulsion may be in order.

## **DEFINITION OF DISCIPLINE TERMS**

1. **Gross Misdemeanor**-means a serious, willful or malicious act detrimental to the school and, or district.
2. **Persistent Disobedience**-means recurring cases or instances of refusal to obey school officials or to comply with school rules and regulation.
3. **Suspend or Suspension**-means **a disciplinary removal from school for less than (60) school days**. (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 **a disciplinary removal from school for (60) or more school days**.
5. **Restorative Practices**-means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.
6. **Weapon-Free School Zone**-means school property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a

building used primarily for adult education or college extension courses.

7. **Physical Assault**-means intentionally causing or attempting to cause physical harm to another through force or violence.

## **DISCRETIONARY SUSPENSION OR EXPULSION**

Under Michigan Law, a suspension of (10) or fewer school days is presumed to be reasonable. A suspension of greater than (10) school days, or an expulsion is in most circumstances, presumed not to be warranted. ***Before imposing a suspension of more than (10) school days or an expulsion, District administration or the Board of Education must rebut the presumption. (i.e., explain why the suspension or expulsion is warranted despite the presumption by considering the “(7) factors.”***

The Board of Education delegates to all building administrators the authority to suspend a student for up to (10) school days for an offense identified in the student Code of Conduct, if the Code of Conduct states that the offense may result in suspension. The building administrator may also suspend a student pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. **Before exercising this authority, the building administrator must consider the “(7) factors.”**

## **LEGAL BASIS FOR SCHOOL DISCIPLINE POLICIES**

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

### **1. Compulsory School Attendance**

A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen. 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 schools. This includes regulations relative to the conduct of pupils concerning their safety while (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

### **3. Suspensions or Expulsion**

Following consideration of the “(7) factors,” the Board may authorize or order the suspension or expulsion from school any pupil guilty of gross misdemeanor, persistent disobedience, or one having habits or bodily conditions detrimental to the school. Board action will be based upon the schools’ best interest.

## **GROUNDS FOR DISCIPLINARY ACTION INCLUDING SUSPENSION AND EXPULSION**

- 1. Attendance**
  - a. Repeated tardiness
  - b. Truancy
  
- 2. Disobedience**
  - a. Cheating/plagiarism
  - b. Defiance of authority
  - c. Interfering with the learning and or assessment process
  - d. Leaving School Without Permission
  - e. Loitering
  - f. Refusal to identify self
  - g. Repeated violation of school rules
  - h. Trespassing
  
- 3. Gross Misdemeanor**
  - a. Arson
  - b. Assault and/or fighting (including Criminal Sexual Conduct and Physical Assault Against Employee, Volunteer or Contractor)
  - c. Bomb Threats or Similar Threats of Violence and, or Destruction
  - d. Breaking and Entering
  - e. Bullying
  - f. Burglary, Larceny, Robbery or Theft
  - g. Disrespectful, disruptive or disorderly conduct including use of offensive, profane, and or threatening language, boycott, walk-out, or sit-in.
  - h. Extortion, blackmail, or coercion
  - i. False Fire Alarms, or other safety related actions resulting in potential harm, or a threat of harm to stakeholders
  - j. False Identification
  - k. Felony
  - l. Forgery
  - m. Fraud
  - n. Gambling
  - o. Gang Activity
  - p. Harassment or Intimidation
  - q. Hazing
  - r. Improper use of an electronic device (including *Cyberbullying*)
  - s. Improper, Negligent, or Reckless Operation of a Motor Vehicle
  - t. Interference with School Authorities
  - u. Possession of Inappropriate Personal Property
  - v. Public Display of Affection
  - w. Sexual Harassment
  - x. Smoking, Snorting, or Vaping of any substance
  - y. Theft or Possession of Stolen Property
  - z. Unauthorized possession or Use of an Electronic Communication Device
  - aa. Vandalism-Defacing, Damaging or Destroying School Property
  - bb. Violation of District Technology Policy

4. **Habits or Bodily Conditions Detrimental to the School**
  - a. Communicable disease
  - b. Dress or conduct considered indecent, obscene or vulgar
  - c. Failure to follow dress code
  - d. Persistent neglect of personal hygiene
  
5. **Distributions, Sale, Use or Possession of the Following:**  
*Includes "Look-a-Like" objects for any of the items below.*
  - a. Alcoholic beverages
  - b. Dangerous Instruments
  - c. Drugs and narcotics which produce abnormal behavior (including "Look-a-Like" drugs)
  - d. Tobacco products
  - e. Explosives (including fireworks)
  - f. Pornographic materials
  - g. Weapons (including use of legitimate supplies as weapons)
  - h. Paraphernalia and materials used for purposes of inhaling a substance, including Snorting and Vaping

## RESTORATIVE PRACTICES

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), **teachers, administrators, and the Board of Education must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions.** Additionally, when suspending or expelling a student, teachers, administrators, and the Board of Education must consider whether restorative practices should be used in addition to the suspension or expulsion.

Restorative practices, which may include a **victim-offender conference**, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal, and physical conflicts, theft, damage to property, class disruption, harassment and cyberbullying.

### Victim-Offender Conference

Although not mandatory, a **victim-offender conference** allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community.

**A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian.**

The offender may be required to do one or more of the following:

- (1) Apologize;
- (2) Participate in community service, restoration, or counseling; or
- (3) Pay restitution.

The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences.

**No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.**

## **DUE PROCESS**

Bendle Board of Education policy ensures all students are provided due process as required by state and federal law before a student is suspended or expelled. The Board directs the Superintendent and all school administrators to protect the due process rights of students as explained below.

If a school administrator determines that an emergency exists requiring immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement, or take other measures, to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this section of the policy.

**Prior to an administrative decision to suspend a student for (10) or fewer school days, an administrator will:**

**(1) provide the student verbal notice of the offense the student is suspected to have committed, and; (2) provide the student an informal opportunity to explain what happened.**

*Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student Code of Conduct and that suspension is the appropriate consequence.*

**A student or his or her parent/guardian may appeal an administrator's decision to suspend a student for (10) or fewer school days to the Superintendent. The appeal must be submitted to the Superintendent within (3) calendar days of the suspension. The Superintendent's decision is final. The student will remain suspended while the appeal is pending.**

## **PROCEDURES FOR SUSPENSION**

On the basis of present school law, Administrators or designees of the Bendle Public Schools are delegated with the authority to suspend a student from school for (10) or fewer days. Any suspension shall occur only after consideration of the following "(7) factors:"

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

Suspensions may result pending 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 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 shall be maintained in the pupil's cumulative file folder.
2. In an instance of suspension from school, the following guidelines shall be adhered to:
  - a. The student and parent(s)/guardian(s) shall be informed of the charges against him/her, including rationale for the suspension, days suspended, and conditions for return to school.
  - b. If a student is to be sent home during regular school hours, parents shall be so informed. A Parent/guardian 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, school authorities have the right to contact a law enforcement agency.
  - c. A written record of the parental conference shall 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 shall 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 shall not participate in any extracurricular activity or be present on any school district property at any time for any reason. Exceptions may be granted to appear for a prearranged conference(s) with the administrator/designee who suspended the student, the Bendle Board of Education, and or to receive Special Education services under FAPE guidelines. For purposes of prearranged meetings, the student must be accompanied by a parent/guardian.
  - e. All schoolwork missed as a result of the suspension shall be provided and is encouraged to be made up by the student.

## **SUSPENSION FROM CLASS, SUBJECT OR ACTIVITY BY TEACHER**

Following consideration of the "(7) factors," a teacher may suspend a student from any class, subject or activity for up to one full school day if the teacher, has good reason to believe the student: (1) intentionally disrupted the class, subject or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject or activity; or (3) was insubordinate during the class, subject or activity.

The Board directs any teacher who suspends a student from a class to request a parent-teacher conference to discuss the suspension as soon as possible following the suspension.

## **PROCEDURE FOR APPEAL**

Appeal of a suspension is available to the parents/legal guardians of suspended students. A student or his/her parent/guardian may appeal an administrator's decision to suspend a student for (10) or fewer school days to the Superintendent. The appeal must be submitted to the Superintendent within (3) calendar days of the suspension. The Superintendent's decision is final. The student will remain suspended while the appeal is pending.

A student or his/her parent/guardian may appeal the Superintendent's decision to the Board. The appeal must be submitted to the Board within (3) calendar days of the suspension. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student will remain suspended while the appeal is pending.

## **PROCEDURES FOR EXPULSION**

The Bendle Board of Education may suspend or expel a student for an offense identified in the student Code of Conduct, if the code of conduct states that the offense may result in suspension or expulsion. Before exercising this authority, the Board must consider all of the following "(7) factors:"

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

Before the Board suspends or expels a student, administration will provide the student and his/her parent/guardian with: (1) written notice of the offense the student is suspected to have committed, and (2) an opportunity for a Board hearing, at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

Administration will provide the student and his or her parent/guardian at least (3) calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student Code of Conduct or the Revised School Code and that suspension or expulsion is the appropriate consequence. The Board decision is final.

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

The use of and/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 school 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 below:

**“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 sponsored 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 and or distribution of drugs, a hearing is to be scheduled before the school board and if the charge is upheld, the student shall 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:

- Following consideration of the “(7) factors,” the student may be suspended for up to (10) days. (Middle School and High School students)

**NON-COMPLIANCE**

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, or placed other students, or employees in danger, the building administrator, or designee, at his/her

discretion, may determine that the student should have a hearing before the Board of Education.

**Subsequent Offenses:**

**MIDDLE SCHOOL AND HIGH SCHOOL:** Following consideration of the “(7) factors,” the student may be suspended from school and a hearing before the Board of Education may 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 being transported to or from school, an extracurricular/school sponsored event, or any other school sponsored function.

**III. Smoking Policy and Possession or Use of Any Tobacco, E-Cigarette, Look-A-Like or Vaping 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:**

Following consideration of the “(7) factors,” a student may be suspended for 3-days.

**2nd Offense:**

Following consideration of the “(7) factors,” a student may be suspended for 5-days. The student and parent/guardian shall meet with the building administrator/designee prior to his/her return to school.

**Subsequent Offenses:**

Following consideration of the “(7) factors,” a student may be suspended for a minimum of 10-days. A hearing shall be held before the Board of Education 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, e-cigarette, vaping, or “look-a-like” 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 a school function at home or away.

**POSSESSION OF A FIREARM**

If a student possesses a firearm in a weapon-free school zone, the Board of Education will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon.
- The student did not knowingly possess the weapon.

- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon;” or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based upon the circumstances, expulsion is warranted.

### **POSSESSION OF A DANGEROUS WEAPON (Other than a Firearm)**

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following “(7) factors:”

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

### **BENDLE BOARD OF EDUCATION BULLYING POLICY**

**BULLYING IS PROHIBITED** on school grounds, on a school bus, or other school related vehicle, as well as within any buildings of the Bendle Public School district. In addition, this policy applies to any school sponsored activities taking place off school property.

The prohibition also extends to any retaliation or false accusation against a target of bullying, witness to bullying, or anyone with reliable information about an act of bullying. All students are protected under the policy, and bullying is equally prohibited without regard to its subject matter or motivating animus.

For purposes of this policy, **“Bullying” means any written, verbal, or physical act that is intended to harm, or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:**

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

**Cyberbullying:** Cyberbullying of a student at school is strictly prohibited. For the purposes of this policy, “cyberbullying” shall be defined as:

**Any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:**

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

***“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.***

The Superintendent of Bendle Public Schools shall be responsible for the implementation and supervision of the district’s bullying policy including all procedures to comply with state law (PA 478).

The Bendle Board of Education policy prohibiting bullying will be publicized through the Bendle Public Schools Code of Conduct, district website, district-wide publications, building level newsletters, and annual Open House activities.

Witnesses to an act of bullying as defined above are encouraged to report the incident to the closest school employee. An employee receiving a report of bullying will take appropriate action to stop the behavior(s) in question and report the incident and action taken to the building administrator or designee. **Any person(s) reporting or witnessing an act of bullying can be assured that confidentiality regarding any involvement will be maintained to the greatest extent possible.**

1. Following a verified incident of bullying, the target(s) of the bullying act(s) will be identified and interviewed by the staff member, support staff person, or building administrator having received the report or witnessing the act(s). This information will be forwarded to the building principal, if the principal was not the original person to receive the complaint or witness the act(s).
2. The building principal (or designee) will investigate by interviewing the student reported to have been bullied as well as the student reported to have committed an act of bullying.
3. Following a complete investigation and verification that an act of bullying has taken place. Discipline will be administered in accordance with the Bendle “Code of

Conduct. Disciplinary action will be based upon progressive discipline including suspension and or expulsion.

4. Following verification that an act of bullying has taken place, prompt notification will be made to the parent or legal guardian of both the victim(s) and the person(s) committing the act of bullying. Prompt communication will take place through one of the following: face-to-face meeting with the building principal (designee), phone call, or in cases where a parent/legal guardian cannot be reached, U.S. Mail Service.
5. Verified acts of bullying will be recorded in the regular discipline record of any student found to have bullied another. This record will be maintained in the district "Student Information System."
6. A separate record will also be kept at the building level to record the actual number of disciplinary actions resulting from verified acts of bullying.
7. The Superintendent will receive monthly reports from each building principal as to the number of verified and unverified bullying incidents, a description of each bullying incident, and the disciplinary consequences administered for each incident. The Board of Education will receive summary report on a monthly basis, in addition to a year-end annual report.

The Bendle Board of Education recognizes the importance of stakeholder involvement, professional development activities for staff, group activities, task force involvement, and bullying prevention programs for students as a means of providing the most effective strategies to address and prevent student bullying. To the greatest extent possible, the Bendle Board of Education pledges to ensure the district is actively involved in providing opportunities for all stakeholders to become knowledgeable as to the causes and remedies associated with student bullying. This includes the identifying of, response to, and reporting of bullying and cyber-bullying incidents.

## **TITLE IX SEXUAL HARASSMENT POLICY**

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. This policy addresses allegations of sexual harassment under Title IX. Allegations of other forms of sex discrimination should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Nothing in this paragraph limits the District's right to determine at any time during the Grievance Process that a non-Title IX complaint allegation should be addressed under other District policies. The Board directs the Superintendent or designee to designate persons to serve as Title IX Coordinator, Investigator, Decision-Maker, and Appeals Officer. If a Formal Complaint is made under this Policy against the Superintendent, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with the Title IX Coordinator to ensure that all other

requirements of this Policy are met. If a Formal Complaint is made against the Board President, the Board Vice President will designate who will serve as the Investigator, Decision-Maker, and Appeals Officer. The Investigator, Decision-Maker, and Appeals Officer cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

#### A. Definitions

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
  - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
    1. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    2. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
    3. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
    4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice

is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, or Decision-Maker on a specific matter.
4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, or Appeals Officer on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exhibits substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint or report. The Investigator cannot be the same person as the Decision-Maker or Appeals Officer on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. "Report" means an account of Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of

all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular investigation is not disqualified from serving in another role in that investigation. The Title IX Coordinator may also serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District. The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator(s)

The District designates the following person(s) as the Title IX Coordinator(s):  
Mrs. Trisha Cherveney, Coordinator of Student Services  
3420 Columbine Ave.  
Burton, MI 48529  
(810) 591-2501  
tcherveney@bendleschools.org

Mr. Brandon Chapman, Principal  
2283 E. Scottwood Ave.  
Burton, MI 48529  
(810) 591-5103  
bchapman@bendleschools.org

D. Reporting Title IX Sexual Harassment:

Any person who witnesses an act of sexual harassment is encouraged to report it to a District employee. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. A person may also anonymously report an incident of sexual harassment or retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described below. A person who has been the subject of sexual harassment or retaliation may report that behavior to the Title IX Coordinator or any District employee. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day. A person may make a report at any time, including non-business hours. Reports may be filed in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by

any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

#### E. General Response to Sexual Harassment

##### 1. Actual Knowledge without Formal Complaint Being Filed

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. The Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

If the Complainant does not file a Formal Complaint or if another person informs the Title IX Coordinator of an allegation of sexual harassment, the Title IX Coordinator must evaluate the information and determine whether to sign and submit a Formal Complaint. If the Title IX Coordinator determines not to sign and submit a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

##### 2. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

##### 3. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process. This may include offering supportive measures as described in Subsection E(5) of this policy.

##### 4. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports, as well as any incidents of sexual harassment that the Title IX Coordinator personally observes. The District will retain this documentation in accordance with applicable record retention requirements as stated below in this policy.

##### 5. Supportive Measures

The Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or taking or describing additional supportive measures. The

District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

#### 6. Respondent Removal

##### a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

##### b. Administrative Leave (Employee)

The District may place an employee Respondent on administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

#### 7. Law Enforcement

In appropriate circumstances, the Title IX Coordinator will notify law enforcement or Child Protective Services. The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will follow the procedures described in Subsection F(1) of this Policy to notify the parties, in writing, of the delay. The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that the law enforcement agency has completed its evidence gathering

process. This delay should not exceed ten (10) days. If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within ten (10) days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

## F. Grievance Process

### 1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint. The District will endeavor to complete the Grievance Process within forty-five (45) to sixty (60) days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process. Neither the Title IX Coordinator, the Decision-Maker, the Investigator, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent. The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness. Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility at the conclusion of the Grievance Process, the Decision-Maker finds the Respondent responsible for the alleged conduct. At any point during the process, the Title IX Coordinator, Investigator, or Decision-Maker may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action. Any disciplinary action resulting from the Grievance Process will be issued in accordance with applicable policies, codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts. After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue determinations of responsibility within ten (10) days, absent extenuating circumstances.

### 2. Notice of Allegations

- Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:
- a. A copy of this policy, which includes the District's Grievance Process, and any informal resolution process;
  - b. The sexual harassment allegations, including sufficient details

known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known, the alleged conduct constituting sexual harassment, and the date and time of the alleged incident;

- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility. The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing. The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence. Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, it will be at that party's own cost. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the

investigator to ask questions of witnesses). The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate. As described in Section N of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited. The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and (2) inculpatory or exculpatory evidence obtained from any source. Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

#### 4. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the decision-maker. At least ten (10) calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

#### 5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, or Appeals Officer. Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions. The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not)

simultaneously to both parties. The written determination of responsibility must include:

1. Identification of the sexual harassment allegations;
2. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - a. Notification to the parties;
  - b. Party and witness interviews;
  - c. Site visits;
  - d. Methods used to collect evidence; and
  - e. Hearings held.
3. Factual findings that support the determination;
4. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination of responsibility;
  - b. Any disciplinary action taken against the Respondent (consistent with applicable policies, codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - c. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
6. Appeal rights  
See Section G of this policy for appeal rights and procedures.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

#### G. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights. Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

1. A procedural irregularity that affected the outcome.
2. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Decision-Maker or Title IX Coordinator within five (5) days of the date of the determination of responsibility or dismissal decision. Upon receipt of an appeal, the Appeals Officer will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. Appeals based on procedural irregularity, conflict of interest, or bias must be decided within ten (10) days. Appeals based on new evidence must be decided within thirty (30) days. The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, or Decision-Maker on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

#### H. Informal Resolution

During the Grievance Process, after a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process. Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student. A party is not required to participate in an informal resolution process. When offering informal resolution, the Title IX Coordinator or Investigator must (1) provide both parties written notice of their rights in an informal resolution and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

1. Allegations;
2. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
3. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

#### I. Dismissal

##### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

##### 2. Discretionary Dismissals

The Title IX Coordinator or Investigator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or

- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator or Investigator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Section G of this Policy. Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

#### J. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

#### K. Remedies

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;
8. Imposing discipline consistent with applicable policies, codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. These remedies may also be available to any other student or person who is or was affected by sexual harassment. After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:
  - a. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
  - b. Additional staff training;
  - c. A climate survey; or
  - d. Letters to students, staff, and parents/guardians reminding them of their obligations under this Policy and applicable

handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

L. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

M. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this policy, applicable regulations, or laws.

N. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with the District's anti-discrimination and anti-harassment policies. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section. When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX. Any person who engages in retaliation will be disciplined in accordance with the applicable policies, codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

O. Training

All District employees and Board members must be trained on how to identify and report sexual harassment. Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as

outlined in Subsection F(4) above, including, but not limited to, issues of relevance. Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including when questions about a Complainant's prior sexual history or disposition are not relevant. Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials will also be posted on the District's website.

P. Record Keeping

Records related to reports of alleged Title IX sexual harassment will be maintained by the District for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures. The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

Q. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Adopted

November 9, 2020

## **RULES ON ELECTRONIC/COMMUNICATION DEVICES**

Student use of any electronic/communication devices in violation of classroom, building and, or district policy/rules 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 shall be contacted when necessary.

Upon administrative approval, electronic/communication devices may be used for health or other emergency purposes. The parent/guardian must communicate this need to, and have it approved through the building principal.

### **Rules Regarding Personal Electronic/Communication Devices (PCDs)**

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communications devices (PCDs) is prohibited on school grounds during school hours.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office.

Students may use school phones to contact parents/guardians during the school day.

- 1st Offense:** The device will be taken away and held in the office until the end of the day. A written warning will also be issued.
- 2nd Offense:** The device will be taken away and held in the office until the end of the day. The student will also be required to serve a one-hour after-school detention. A parent or guardian must pick up the device at the conclusion of the day.
- 3rd Offense:** The device will be taken away and the student shall lose the privilege of having the device in school for one week. The device shall be checked in at the office upon entering the building.

**Additional Offenses:** Following consideration of the (7) factors, the student shall be suspended.

If at any time, a student refuses to relinquish their electronic/communication device and/or are insubordinate, this behavior may result in a suspension (following consideration of the (7) factors).

## **STUDENTS BEYOND COMPULSORY SCHOOL ATTENDANCE**

Compulsory school attendance ends at age eighteen. 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.

## **PARENT/GUARDIAN INVOLVEMENT POLICY**

The Bendle Public Schools agrees to implement the following statutory requirements:

- The school District will put into operation programs, activities and procedures for the involvement of parent/guardians in all of its schools with Title I, Part A programs, consistent with section 1118, of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents/guardians of participating children. Parents will receive a copy of this policy on an annual basis through the Bendle Public Schools Code of Conduct & Student/Parent Handbook.
- Consistent with section 1118, the school District will work with its schools to ensure that the required school-level parental/guardian involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent/guardian contract consistent with section 1118(d) of the ESEA.
- The school District will incorporate this District-wide parental/guardian involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental/guardian involvement requirements, to the extent practicable, the school District and its schools will provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children. This includes providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents/guardians understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents/guardians of participating children, the school District will submit any parent/guardian comments with the plan when the school District submits the plan to the State Department of Education.
- The school District will involve the parents/guardians of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental/guardian involvement, is spent, and will ensure that not less than 95% of the one percent reserved goes directly to the schools.
- The school District will be governed by the following statutory definition of parental/guardian involvement, and expects that its schools will carry out programs, activities and procedures in accordance with this definition:

Parental/Guardian involvement means the participation of parents/guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring –

- A. that parents/guardians play an integral role in assisting their child's learning;
- B. that parents/guardians are encouraged to be actively involved in their child's education at school;
- C. that parents/guardians are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- D. the carrying out of other activities, such as those described in section 1118 of the ESEA.

**Approved: June 10, 2013    LEGAL REF: MCL 380 1295**



# SECTION II: PERTAINING TO ALL STUDENTS IN BENDLE SCHOOLS

## 2023-2024 SCHOOL CALENDAR

August 2023							Bendle Public Schools 2023/2024 School Calendar							January 2024													
S	M	T	W	Th	F	S								S	M	T	W	Th	F	S							
		1	2	3	4	5								7	8	9	10	11	12	13							
6	7	8	9	10	11	12								14	15	16	17	18	19	20							
13	14	15	16	17	18	19								21	22	23	24	25	26	27							
20	21	22*	23*	24	25	26								28	29	30	31										
27	28*	29	30	31																							
September 2023														February 2024													
S	M	T	W	Th	F	S								S	M	T	W	Th	F	S							
						1	2								4	5	6	7	8	9	10						
3	4	5	6	7	8	9								11	12	13	14	15	16	17							
10	11	12	13	14	15	16								18	19	20	21	22	23	24							
17	18	19	20	21	22	23								25	26	27	28	29									
24	25	26	27	28	29	30																					
October 2023														March 2024													
S	M	T	W	Th	F	S								S	M	T	W	Th	F	S							
1	2	3	4	5	6	7								3	4	5	6	7	8	9							
8	9	10	11	12	13	14								10	11	12	13 <sup>rr</sup>	14	15	16							
15	16	17	18	19	20	21								17	18	19	20	21	22 <sup>op</sup>	23							
22	23	24	25 <sup>rr</sup>	26	27	28								24	25	26	27	28	29	30							
29	30	31												31													
November 2023														April 2024													
S	M	T	W	Th	F	S								S	M	T	W	Th	F	S							
						1	2	3	4	5	6	7								1	2	3	4	5	6		
5	6	7	8 <sup>rr</sup>	9 <sup>rr</sup>	10 <sup>rr</sup>	11								7	8	9	10 <sup>rr</sup>	11	12	13							
12	13	14	15	16	17	18								14	15	16	17	18	19	20							
19	20	21	22	23	24	25								21	22	23	24	25	26	27							
26	27	28	29	30										28	29	30											
December 2023														May 2024													
S	M	T	W	Th	F	S								S	M	T	W	Th	F	S							
						1	2	3	4	5	6	7								5	6	7	8	9	10	11	
3	4	5	6	7	8	9								12	13	14	15	16	17	18							
10	11	12	13	14	15	16								19	20	21	22	23	24	25							
17	18	19	20	21	22	23								26	27	28	29	30	31								
24	25	26	27	28	29	30																					
31														June 2024													
School Hours														S	M	T	W	Th	F	S							
South Bendle..... 8:15-3:12 PM																				1							
PreK-ECSE: AM 8:45-11:15 AM														2 <sup>o</sup>	3	4	5	6	7	8							
PM 11:49 AM-2:30 PM														9	10	11	12	13	14	15							
GSRP..... 9:00-4:00 PM														16	17	18	19	20	21	22							
West Bendle..... 8:00-2:57 PM														23	24	25	26	27	28	29							
Middle School..... 7:50-2:35 PM														30													
High School..... 8:00-2:45 PM																											
Half Day of School Release Times:														www.bendleschools.org													
BMS..... 11:20 AM														<b>Revised 06/15/2023</b>													
BHS, West Bendle..... 11:30 AM																											
South Bendle..... 11:45 AM																											
Calendar Legend:																											
■ No School Students							□ No School or Half Day for Some Schools																				
○ Half Day or Early Release (m) or Delayed Start (s)							†† PT Conferences							o Graduation													
HS High School							MS Middle School							Elem Elementary Schools							* Open Houses						

## MARKING PERIOD SCHEDULE

**2023/2024**

### MARKING PERIODS (Grades K-8)

	<u>Marking Period Ends</u>
1st Marking Period	November 3, 2023
2nd Marking Period	January 19, 2024
3rd Marking Period	April 5, 2024
4th Marking Period	June 7, 2024

### MARKING PERIODS (Grades 9-12)

	<u>Marking Period Ends</u>
1st Marking Period	October 13, 2023
2nd Marking Period	November 21, 2023
3rd Marking Period	January 19, 2024
4th Marking Period	March 1, 2024
5th Marking Period	April 26, 2024
6th Marking Period	June 7, 2024

## OPEN HOUSES

School	Date	Time
West Bendle	Tuesday, August 22, 2023	5:30-7:00 PM
Bendle Middle School	Wednesday, August 23, 2023	5:30-7:00 PM
South Bendle	Wednesday, August 23, 2023	5:30-7:00 PM
Bendle High School	Wednesday, August 28, 2023	5:30-7:00 PM

## PARENT TEACHER CONFERENCES

Bendle High School  
 October 25, 2023  
 March 13, 2024

Bendle Middle School  
 November 8, 9, 10, 2023

South Bendle and West Bendle  
 November 8, 9, 10, 2023  
 March 6, 2024



## **BENDLE BOARD OF EDUCATION**

Dave Wallace, President  
Bard Scott, Vice President  
Janis Bugbee, Secretary  
Debbie Dunsmore, Treasurer

Rob Beggs, Trustee  
Rene' Robbins, Trustee  
John Stanke, Trustee

### **BENDLE ADMINISTRATION**

Mr. Thomas Meszaros Superintendent  
Mrs. Trisha Chervenky, Coordinator of Programs and Support Services  
Mr. Brandon Chapman, Principal - Bendle High School  
Mr. Jason Beverly, Assistant Principal/Athletic Director – Bendle High School  
Mrs. Liane Steller, Principal - Bendle Middle School  
Mr. Brock Place, Principal - West Bendle Elementary  
Mrs. Kasey Russell, Principal - South Bendle Elementary  
Mrs. Laura Walthers, Coordinator – Special Education Services

### **BUILDING ADDRESSES AND PHONE NUMBERS**

Administration Building	3420 Columbine Ave.	591-2501
Bendle Family Health Services	2294 E. Bristol Rd.	591-9012
Bendle High School	2283 E. Scottwood Ave.	591-5103
Bendle Middle School	2294 E. Bristol Rd.	591-3385
Friel Early Childhood Center	4469 Greenley	591-3605
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. Road commission information.
4. 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.
5. 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.

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 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.



## **NOTICE OF PESTICIDE APPLICATION**

Under Section 324.8316 of the Natural Resources and Environmental Protection Act (Act 451 of 1994); Bendle Public Schools will notify parents at least 48 hours before any pesticide application (*other than bait or gel*) takes place in a school or daycare. Notice shall be provided through the following two ways: (1) Information will be posted at main

entrances closest to any applications taking place. (2) Notice will be provided through the district phone message service. Upon request and in the manner in which such a request shall be made, parents or guardians are also entitled to notice through first-class U.S. Mail postmarked at least 3 days before the application. Upon written notice, parents/guardians are allowed to review the school districts integrated pest management program, if any, and records on any pesticide applications.

For information on Pesticide Application, please contact the Superintendent of Bendle Public Schools: Thomas Meszaros, 3420 Columbine Ave, Burton, MI 48529, (810) 591-2501, tmeszaros@bendleschools.org

## **ENROLLING YOUR CHILD IN SCHOOL**

- A. 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 September 1<sup>st</sup>.
- B. You must present an original birth certificate (not a hospital certificate), immunization record, social security number, and proof of residency. (e.g. Consumer Energy 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 18 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.

## **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 Tuesday-Thursday, 8:00 am – 4:30 pm. Their phone number is 591-9012 or 591-9014.

## **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 does 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 are required one month apart-if not previously vaccinated.
- ✓ 3 doses of hepatitis B vaccine.
- ✓ 2 doses of Varicella (chickenpox) or reliable history of chickenpox.
- ✓ 2 doses of Meningococcal conjugate vaccine (MVC4/Menactra), 1<sup>st</sup> dose on or after the 11<sup>th</sup> birthday and 2<sup>nd</sup> dose at age 16.

\*The immunizations and 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.***

Pursuant to PA 186 and 187, the Bendle Public School district, ensures each of its school buildings carry the required number of epinephrine auto-injectors for use by school personnel to administer to students that exhibit a previously undiagnosed anaphylactic reaction in school. Once administered to a student, the parent/legal guardian will be notified. It is important for parents to understand that once a parent becomes aware of any health condition requiring the possible use of an epinephrine auto-injector (epi-pen), the parent/guardian is responsible for providing the epi-pen for school use.

## **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 students 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	Vomiting or Diarrhea	Excessive Cough	Earache
Fever	Flushed Face	Ear Drainage	Skin Rash or Sores	Chills

**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:**

<b>Disease &amp; Incubation</b>	<b>Contacts</b>	<b>Return to School</b>
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.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the Bendle Public School District. It is the policy of this District that students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact Bendle school administration to ask about evaluation procedures and programs offered by the District.

### **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 your child's school. 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.

## **CLOTHING GUIDELINES**

**Clothing deemed acceptable outside of school may not be appropriate in a school setting. 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 (mid-thigh)
3. "See-through" shirts and blouses, suggestive or offensive shirts or other sloppy wearing apparel
4. Clothing with holes deemed inappropriate for school
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.

## **BENDLE FOOD SERVICES**

The district provides breakfast, lunch, and after-school meals (when applicable) in accordance with state and federal guidelines. All K-12 students are eligible to participate. Menus are published monthly and copies will be distributed to students. Additional copies are available in the building office as well as being posted to the district website.

While students are not required to eat school meals, all families are strongly encouraged to complete paperwork regarding participation. Information and guidance regarding completion of this process is provided at both the building level, as well as the Bendle Administration Building. Meals must meet serving and nutritional standards in accordance with **Federal Guidelines for the National School Lunch Program**. Students that don't receive their meals at his/her school are welcome to bring sack lunches. Milk is provided with meals, but may be purchased separately.

**Due to Federal Guidelines, students may not carry a negative balance on their accounts.** Extending credit is not allowed. Negative balances are expected to be paid by the end of the following school day. Failure to pay off a negative balance may result in legal action where it becomes necessary. If there are extenuating circumstances regarding ability to pay, the building principal and, or food service director should be contacted in a timely manner.

It is extremely important that information regarding any food allergies be communicated to school personnel and placed on file in the students' respective building. Food Service personnel should also be alerted to any food allergies or special dietary needs.

In order to maintain a safe and orderly environment during meal serving times, students are expected to follow guidelines for proper behavior. Failure to follow Code of Conduct expectations for behavior may result in the assignment of an alternative setting for participation.

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

**THE SCHOOL DAY**

**Hours:**

Grades K, 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

ECSE Pre-School	
AM Session:	8:45-11:15 AM
PM Session:	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 8:05 AM each day.

\*Parents and children will not be able to access the building prior to the stated times.

**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.**



## **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. If a note cannot accompany your child to school, it is important that you contact the office by phone to prevent an absence from being unexcused. 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.

<b>SECTION IV:</b> <b>MIDDLE SCHOOL STUDENTS (Grades 6-8)</b>
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### TIME SCHEDULE

Breakfast	In the Classroom
Doors Open	7:45 AM
Class Begins	7:50 AM
Dismissal	2:35 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 7:50 am and 8:05 am will be considered tardy. Any student who arrives after 8:05 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 (6) classes per day. Each class is approximately 55 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. 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? (6<sup>th</sup> and 7<sup>th</sup> Grades)**

*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. 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**

### **MULTI TIERED SYSTEM OF SUPPORT (MTSS)**

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 Multi Tiered System of Support (MTSS) 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.

MTSS offers participants an effective way of reducing the violation of rules while enhancing a student's ability to self-manage. MTSS 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).

## **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 start of the school day.

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

**TIME SCHEDULE**

Doors Open..... 7:45 AM  
School Begins..... 8:00 AM  
Dismissal..... 2:45 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 (3) tardies in a class, those tardies will convert to one (1) absence. Thereafter, an absence will be recorded for every additional three (3) tardies. Additionally; after three (3) tardies are accumulated, the student will serve a one hour after school detention. Failure to serve this detention may result in a one (1) day suspension. 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 nine (9) times per semester. Exceeding nine (9) absences may result in a loss of credit and that student being withdrawn from Bendle High School for the remainder of the semester. Attendance letters will be mailed home when a student reaches his/her 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> absence in any one class to keep parents apprised of their child's attendance record.
3. An absence with a doctor's or dentist note, or absences due to a death in the immediate family will not be considered towards these nine (9) days. However, the student will be held responsible to make up any school work that was missed due to these excused absences.
4. During a semester, 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.
6. Accumulated Absences/Tardies that exceed (9) per semester, will result in that student being prohibited from participation in the following extra-curricular activities until the number of absences in excess of (9) are made up before or after school hours:
  - All High School Dances, including Homecoming and Prom
  - Ski Club
  - Interscholastic Athletics
  - Eligibility to "walk" in the High School Graduation Ceremony.

Two (2) Saturday School opportunities, per semester, will be scheduled for additional time to make up absences/tardies. Four (4) hours served before/after school hours constitutes one (1) day of absence being made up. The times for Saturday School will be from 8:00 AM to 12:00 PM on the dates announced. Students that do not arrive on time for the scheduled Saturday School will be prevented from that particular session. Attendance for the entire four hours is required.

Students must present documented evidence, signed by the supervisor that attendance was properly completed.

## **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.

## **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 semester. All students must take these examinations with the following exceptions: Seniors with at least a B grade in all classes in the second semester, and have not been suspended and who have been absent no more than three (3) school days during the semester may opt out of their second semester 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 classrooms. 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.

## **GENESEE CAREER INSTITUTE (GCI) 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 GCI. Students are NOT to drive, or to ride with others, to or from the GCI 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 GCI 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 GCI will be reported daily to us and we will keep attendance records, which will be part of your Bendle record.
4. While at GCI, you continue to be under the Code of Conduct of the Bendle Schools as well as meeting any rules and regulations of GCI.
5. Since three (3) credits are given per year, it is imperative that you do everything possible to be successful at GCI. Summer school would be necessary to make up any failures.

## DUAL ENROLLMENT OPTION

In accordance with the state **POSTSECONDARY ENROLLMENT OPTIONS ACT**, Bendle Public Schools provides high school students with a Dual Enrollment opportunity. The district shall grant academic credit to an eligible student enrolled in an eligible course for high school credit if the class is successfully completed as determined by the postsecondary institution. The amount of high school credit granted by the district for a postsecondary course shall be determined by the district. At the time a student is enrolled in a postsecondary course, he/she shall designate whether the course is for high school or postsecondary credit, or both, and shall notify both his/her high school and the eligible postsecondary institution of that designation.

### Eligible Student

An eligible student for Dual Enrollment purposes shall meet the following expectations:

- **Be enrolled in at least (1) high school class** through Bendle Public Schools for which the district receives foundation allowance dollars.
- The student **shall not have been enrolled** for more than (4) school years, including the current school year a student seeks Dual Enrollment.
- **Achieve a qualifying score in each subject area** on a readiness assessment or the Michigan Merit Examination.
- For students not achieving a qualifying score in each subject area on a readiness assessment or the Michigan Merit Examination, **a student must achieve a qualifying score for the subject area under which the eligible course would be considered.**

### Eligible Courses

An eligible course is one offered by an eligible postsecondary institution for postsecondary credit; not offered by the school district, or offered by the school district and determined to be unavailable to the student, due to a scheduling conflict beyond the student's control. It must be an academic course not ordinarily taken as an activity course; a course the postsecondary institution normally applies toward satisfaction of degree requirements; not a hobby, craft, or recreational course; and in a subject area other than physical education, theology, divinity, or religious education.

Eligible courses are limited to those in a subject area the eligible student achieved a qualifying score, a course in computer science or foreign language not offered by the school district or, a course in fine arts permitted by the school district.

### Costs

The district shall pay an amount equal to the lesser of eligible charges, or a prorated percentage of statewide pupil-weighted average foundation allowance, as calculated under Section 20 of the State School Aid Act of 1979, 1979 PA 94, MCL388.1620. **Eligible students are responsible for payment of the remainder of the costs associated with a postsecondary enrollment exceeding the districts required amount.**

**Student information regarding qualifying details, dollar amounts covered by the district, as well as guidelines for reporting shall be provided to all students through communications from the high school Principal and, or Counselor (these amounts may change from time to time).**

Any books or reusable supplies purchased by the district for an eligible student enrolling in a postsecondary class are property of the district and shall be returned to the district following course completion.

The district is not required to pay for transportation or parking costs necessary for an eligible student to participate in postsecondary enrollment.

If a student **does not complete the course**, or if **a course for postsecondary credit only is not successfully completed** as determined by the postsecondary institution, **the student shall repay any funds to the district not refunded to the district by the postsecondary institution**. If a student does not repay the district, the district may impose sanctions against the eligible student in accordance with Board of Education Policy. This does not apply to non-completion due to family or medical emergencies as determined by the postsecondary institution.

### **Number of Courses Allowed for Enrollment**

Eligible students are limited to not more than (2) courses during each academic year in the students' first, second, or third academic year and not more than (4) courses during the fourth academic year. If the student first enrolls in a course under this act when in grade 10, not more than (2) courses during the students first academic year of enrollment and not more than (4) courses during the second and 3<sup>rd</sup> academic year of enrollment may be taken. Subject to the above limits, a student first enrolling in a course when in grades 11 or 12, may take no more than (6) courses during either of those academic years in an eligible postsecondary institution (*subject to limitation of (10) overall*).

**It is imperative to a successful enrollment process that students considering the Dual Enrollment option, communicate with the school counselor prior to the semester of enrollment.**

## **GRADUATION REQUIREMENTS-HIGH SCHOOL STUDENTS**

A student must earn (21) total credits and meet requirements established through the Michigan Merit Curriculum to graduate. A class meeting for one class period (5) days a week earns (.5) credits per semester. A class meeting for three class periods (Genesee Career Institute) earns (1.5) credits per semester. Class credits are required for graduation in the following areas:

- **English (4) Credits:** English 9, English 10, English 11, English 12
- **Language Other than English (2) Credits:** Spanish, American Sign Language
- **Visual/Performing/Applied Arts (1) Credit**
- **Social Studies (3) Credits:** Including American History, Government/Economics, World History
- **Mathematics (4) Credits:** Including Algebra I, Geometry, Algebra II, additional Math or additional Math eligible course in fulfillment of Senior requirement
- **Science (3) Credits:** Including Biology, Chemistry or Physics, Earth Science (Elective)
- **Physical Education (.5) Credits**
- **Health (.5) Credits**
- **Senior Project (.5) Credits**
- **Additional (2.5) Credits**

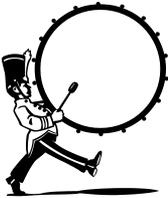
## GRADUATION CEREMONIES

*The opportunity to participate in graduation ceremonies is a privilege, not a right of Bendle High School students. Receiving the diploma and participation in the graduation ceremony are two separate actions. To receive the diploma, a student must have passed the state required courses for high school graduation and passed 21.5 credits. To participate in the graduation ceremony, a student must have met the credit requirement by the set deadline. A student may not have accumulated (9) or more absences in the second semester. A student found to have violated rules set forth through the Bendle Code of Conduct may also be excluded from participation.*

## 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.

### ATHLETIC DEPARTMENT

#### CONCUSSIONS AND ATHLETIC ACTIVITIES

The Bendle Public School district recognizes the need to exercise all possible caution regarding head injuries resulting from any type of district sponsored athletic competition, including physical education and daily recess activities. To provide for the safety of students and student athletes, all District athletic programs, the K-12 physical education curriculum, as well as protocols involving daily recess activities shall be in compliance with concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with the most protective standards.

All students and parents are expected to read the information sheet provided with

enrollment information and return the signature sheet to your building office.

## **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**

### **BENDLE HIGH SCHOOL PARTICIPATION GUIDELINES**

For grades 9-12 as adopted by the Bendle Board of Education on August 8, 1982; revised on April 27, 2015.)

#### **A. GRADES FOR CURRENT SEMESTER**

The student must be passing all credit hours during the current school semester and season in which they are participating in. Eligibility grades are computed weekly by each teacher and reviewed by the athletic director in determining each student athlete's eligibility for that specific weeks contest.

#### **B. GRADES OR CREDIT FROM PREVIOUS SEMESTER**

To be eligible to compete in any athletic contest during the semester, as of 2015-16, the student must have a passing final semester grade in all (6) out of (6) classes to be eligible for the following semester. The student will be considered ineligible for the first 60 days of the next semester; per MHSAA handbook.

To be eligible to compete in any fall sport the following year, students must have passed all six (6) of their classes during the second (spring) semester of the previous year.

If a student receives a failing final semester grade, they will be ineligible for the following 60 days of the following semester, unless they complete and pass an online credit recovery course.

If a student athlete does not play a sport the following semester, they will be considered ineligible for 60 days of the next semester they compete in, or a Credit Recovery course has been completed and passed prior to the first official day of practice.

## **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 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.

### **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.

### **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, **Athletic Department Training Rules.**

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 TECHNOLOGY USE AND INTERNET SAFETY POLICY**

**The Board authorizes the Superintendent of Bendle Public Schools** to develop services linking computers within and between buildings in the District, and to provide access to the Internet for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be aligned with the Board policy on technology and the District's educational goals.

It is the policy of the District's Board of Education to provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. **It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA").** As required by the CIPA, the Board directs the District's administration to:

- Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an

authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Superintendent of Bendle Public Schools.

- Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyber bullying awareness and response.
- Prohibit access by minors to inappropriate matter on the Internet.
- Prohibit unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
- Restrict minor’s access to materials that are “inappropriate for minors.” The Board defines materials that are inappropriate for minors to include: any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the CIPA: Superintendent of Bendle Public Schools.

The Board directs the Superintendent of Bendle Public Schools to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District’s technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user’s status. At a minimum, the Superintendent of Bendle Public Schools will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades 3 and above, and their parents; and (3) an acceptable use agreement to be signed by students in grades 12 and below, and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A statement that the use of the technology resources is a privilege that may be revoked at any time.
- A statement that a user has no expectation of privacy when using the technology resources.
- Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.

- A statement that the technology resources may not be used to bully other people.
- A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- A list of what constitutes "misuse" of the technology resources.
- A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.
- A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- A release of all claims and liabilities against the District for use of the technology resources.

Pursuant to section 6 of the Michigan Library Privacy Act, each school library offering public access to the Internet or a computer, computer program, computer network, or computer system shall limit minors to only use or view those terminals that do not receive obscene material or sexually explicit material that is harmful to minors. Individuals age 18 or older, or a minor accompanied by his or her parent/guardian, may access a school library terminal that is not restricted from receiving such material. Each qualifying school library must designate at least one terminal that is not restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal.

The Board directs the following person to determine which staff members will implement this paragraph in each qualifying school building library: The Superintendent of Bendle Public Schools.

## **PARENT NOTIFICATIONS**

### **EVERY STUDENT SUCCEEDS ACT NOTIFICATION**

On December 10, 2015; President Obama signed the "Every Student Succeeds Act" (ESSA), reauthorizing the federal Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind Act (NCLB), the 2001 reauthorization of ESEA.

On April 17, 2017, the Michigan State Board of Education submitted its' plan to comply with ESSA legislation. During this time of transition, many of the former requirements under NCLB legislation have been eliminated. Bendle Public Schools will continue to report and provide upon parent request, necessary information in accordance with ESSA and State of Michigan requirements.

Bendle Public Schools encourages parents to be involved in all aspects of your child's education. Should you have any questions regarding the "Every Student Succeeds Act" (ESSA), please contact the Superintendent of Schools.

### **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