



BANGOR HIGH SCHOOL

STUDENT HANDBOOK 2009-2010

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INTRODUCTION

The policies and procedures that follow in this handbook are guidelines designed to clarify expectations and behavior of all of us in this school community. All that follows is based on basic beliefs and principles that have been accepted by the Bangor school community.

The purpose of this handbook is to provide students with the rules, procedures and policies of Bangor High School. The contents represent a combination of State law, school board policy and administrative rules. The Board of Education and the administration reserve the right to interpret these policies, and in the event that a situation is not specifically covered in the handbook, the administration reserves the right to add to, delete, or modify existing rules. Additional policies are available on-line at www.bangorvikings.org

MISSION STATEMENT

“Providing Educational Excellence as a Pathway to Success”

FEDERAL LAW COMPLIANCE

Bangor High School hereby agrees that it will comply with federal laws prohibiting discrimination and with all requirements imposed by the United States Department of Education. Bangor Public Schools does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, marital status, or disability in admission or access to, or treatment, or employment in any of its programs, activities, or policies. Any person having inquiries concerning the Bangor Public Schools' compliance with the regulations implementing Title VI, Title IX, the A.D.A., Section 504, or Title II is directed to contact: Mrs. Deb Pobuda, Business Manager, 801 W. Arlington, Bangor, MI 49013. (616) 427-6800.

STUDENT SCHEDULE

The student day begins at 7:55 a.m. and dismissal is at 2:35 p.m. Students are not to be in the school building after 3:00 p.m. unless under the direct supervision of a teacher, coach or other school official. On half-days, students will be released from school at 11:40 a.m. A.M. Tech Center students will depart from school at 7:55 a.m.

INJURY AND ILLNESS

All injuries must be reported to the teacher or the office. If minor, the student will be treated and returned to class. If medical attention is required, the office will follow the School's emergency procedures.

The sick room is only available for those students who are waiting for a ride home because they are not well enough to attend class. Students that are not well enough to attend class will be sent home. No student will be released from school without proper parental permission.

Section I – General Information

FIRE DRILLS/LOCK DOWNS

Fire drills will be held periodically without advance notice, including during the winter. When the fire alarm rings, all activities will cease immediately and all school personnel and students will exit the building by the designated exit routes. Students should move far enough away from the building to leave fire lanes open. In a lock down situation, specific instructions will be given over the P.A. system.

Act of God Days and Delays

At times it may be necessary to cancel classes due to weather related conditions. Bangor High School announcements will be broadcast on COSY (940AM) & (103.7 FM) and WWMT channel 3 TV. In addition, the school district will utilize the INSTANT ALERT system to notify parents. **Please do not call the school.**

VISITORS

Visitors are allowed to attend school if they are part of a school activity or class only with the approval of the principal. Any person not employed by or enrolled in Bangor Public Schools is required to report to the Principal's office upon entering the building. If parents wish to contact a student, they must stop in the office and the office personnel will assist them.

LOST & FOUND

Lost or stolen items should be reported to the office and a report filled out. Reasonable effort will be made to recover lost property. However, the school is not responsible for lost or stolen property. Students should be especially careful about leaving money or other valuable items in their locker. Valuable items are best left at home.

TELEPHONES

Incoming calls: The office will cooperate with parents and guardians to get messages to students during the school day. However, calls for students disrupt the normal routine and should be kept to a minimum. Messages will be written down and taken to the student as time permits. Students will be called to the phone only in an emergency. The office phone number is 427-6844.

Outgoing calls: Office telephones are for school business and should not be used for personal calls. Calls necessary because of illness at school are considered school business and can be made in the office. There is a phone available in the office for student use in these instances. Students must obtain permission from office personnel before using the phone.

Cell phones: Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them "on" during the school day. Students are not permitted to wear their cell phones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones or ECDs in a backpack, purse or inside a pocket of slacks, jeans, jackets, etc.

LOCKERS

Each student will be provided a locker for his/her convenience and the student will be responsible for its care and contents. Lockers should be kept orderly and closed. For security reasons students are not to provide their locker combination to other students. In the spring, students are given the opportunity to choose their locker partners for the following school year. Locker changes will not be made except under emergency circumstances. Students that change lockers without permission from the office will be subject to disciplinary action.

RESTRICTED AREAS

As described below, certain areas in and around the school building are off limits to students at times throughout the day.

1. During their assigned lunch periods, students are restricted to the cafeteria and hallway areas immediately outside the cafeteria entrances. **Students should not be in the hallways outside classrooms, in the gymnasium or carpeted area outside the gym, or outdoors. Students may be permitted to eat lunch in the courtyard, and immediately outside in front of the building.**
2. Before school, students are not allowed in the area designated for middle school students located outdoors outside the gymnasium and locker rooms.
3. At any time during the school day or after school, students cannot be in the balconies, stairwells or gymnasium without adult supervision.
4. Students are prohibited from eating food in the hallways.

Students that are in unauthorized areas will be subject to the school discipline policy.

SKATEBOARDS

Skateboards and other like equipment which constitute a safety hazard to students shall not be allowed on District premises at any time.

Section II – Academics

REPORT CARDS & PROGRESS REPORTS

Teachers shall notify parents when the student is failing, in danger of failing, or doing unsatisfactory work. These reports are given out at the midpoint of the marking period, but may be issued at any time a teacher believes that the student is not progressing satisfactorily. However, in the event of an error or oversight, not receiving a progress report does not automatically guarantee that a student passes a class. Students must bear the responsibility of maintaining good grades. An error in the reporting system will not offset the student's primary responsibility.

Report cards are issued as soon as possible following the end of the semester. Parents and students may now access grades and class assignments online through the Edline system.

Welcome to Edline!

Congratulations! Bangor Public Schools has signed up to use Edline. Edline is an easy way for you to keep-up-to-date online. Once you have activated your account, and your school has posted information, you can use Edline to:

Check your latest grades	Verify attendance
Receive email alerts when new grades are posted	View your 'Combined Calendar' to see all the events from the school calendar and your own classes and activities automatically collected and personalized
Receive emails with school or class information	Read daily announcements, lunch menus, school policies, and classroom news
See what homework is not turned in and read notes from your teachers	And much more...
View team and club activities	

How to Set Up your Edline Account

To begin using your Edline account right now, just follow these easy steps:

Make sure you have your personal Edline Activation Code. Your teachers have your activation codes.

Go to www.edline.net and Click on '**Click here if you have a new activation code**'

To see pictures and directions of steps 3 and 4, click the Help button at the top of the Edline page. Follow instructions, or for more information click the 'Print an account setup guide' link.

Fill in your Activation Code. Click "Activate This Code" once you have entered your code.

Follow the remaining steps to create your Edline Screen Name and Password. When asked if you already have an account, click "New Account" if this is your first time using Edline.

On the last account activation page, print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you no longer need your Activation Code - you will always use your Screen Name and Password to access Edline. Don't share this information with anyone!

Graduation requirements for Bangor High School

1. Students will complete a basic schedule of 6 units of credit per year.
2. Required Credit totals for each class:
 - 26 credits will be required for the class of 2010
 - 24.5 credits will be required for the class of 2011
 - 23 credits will be required for the class of 2012
 - 21.5 credits will be required for the class of 2013
3. Each student must successfully complete 8 semesters in an approved high school program in addition to obtaining the required credits. Students must attend Bangor High School full time during their senior year.
4. The required units of credit must consist of:
 - a. 4.0 credits of English which must include: 1.0 credit of English 9, 1.0 credit of English 10, and 1.0 credit of English 11.

- b. 3.0 credits of Science which must include: 1.0 credit of life science and, beginning with the class of 2008, 1.0 credit of physical science and 1.0 credit of 9th grade science.
- c. 3.0 credits of Mathematics and which, beginning with the class of 2008, must include one credit of algebra and one credit of geometry. Starting with the class of 2011 students must complete 4 math credits and take algebra 2. At least one math or math-related credit must be taken during the senior year.
- d. 3.0 credits of Social Studies which must include: 1.0 credit of U.S. History, ½ credit of U.S. Government, and ½ credit Economics, and 1.0 credit of World Cultures.
- e. ½ credit of Physical Education unless excused by a medical doctor. ½ credit of Health.
- f. 1.0 credit of Computer Education
- g. 2.0 credits of Foreign Language, Fine/Performing Arts, or Vocational Education. Units of credit may be in combination

Promotion, Placement and Retention

A student's progress toward graduation and receiving a diploma is determined by completing required coursework and earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individual Education Plan (I.E.P). It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

DUAL ENROLLMENT/TESTING OUT

Juniors and seniors who meet the established criteria may enroll in approved post-secondary programs while in attendance at Bangor High School. Guidelines and information are available in the Guidance Office.

Under certain restrictions, students may request an opportunity to demonstrate mastery, either through written examinations, written papers, projects, and/or portfolios, in place of specific courses. Guidelines and information are available in the Guidance Office.

ADULT EDUCATION (NIGHT SCHOOL)

Regular day students shall not be permitted to attend adult education classes for credit, with the following exceptions:

1. Students who have failed the regular high school course may take adult education classes in order to "make-up" the failed class.
2. Approval for enrollment must be granted by the High School Principal as well as the Director of Community Education. Space permitting, an appropriate fee may be assessed.
3. Courses that are specifically required for graduation from the regular day school may not be taken unless approved by the Principal and Director of Community Education.

VAN BUREN TECHNOLOGY CENTER

The Van Buren County Technology Center is an extension of the Bangor High School. While attending the Technology Center, students are considered a part of Bangor High School and are, therefore, subject to the same rules as all high school students. The Technology Center has a set of rules outlined in its handbook that must be followed by students who attend the Technology Center. Any student who is disciplined at the Technology Center will also receive the corresponding punishment at the home school and vice versa. If a student is suspended from the Technology Center, they are also suspended from Bangor High School.

Students attending the Technology Center will use the bus transportation provided by the school.

HONOR ROLL

A 3.0 grade point average (GPA) for a minimum of six classes is required to make the Honor Roll.

SCHOLARSHIPS

Each year, numerous scholarships are available to graduating seniors of Bangor High School. They range from being highly competitive on the national level to many locally funded scholarships based on a student's academic, athletic or financial situation. The guidance department will provide information regarding the availability, requirements, and deadlines for scholarships. Any student or parent with questions about scholarships should contact our guidance department.

NATIONAL HONOR SOCIETY GUIDELINES

Guidelines for NHS selection are available upon request from the high school office.

APPROPRIATE USE POLICY FOR STUDENTS: COMPUTER NETWORK

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and

developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes

FINAL EXAMS

All students are required to take final exams. Exam schedules will be posted prior to the completion of the semester. Students who are absent from an exam must make arrangements with their teacher(s) for make up exams. As a general guideline, final exams cannot be taken early. If special circumstances exist pertaining to this guideline that would prevent a student from taking exams if they are not taken early, a written appeal may be made to the principal. Make up exams are to be completed by the first day of July.

Section III – Student Activities

EXTRA (CO) CURRICULAR ACTIVITIES

Students who participate in extra (co)-curricular activities are held to a high standard of conduct. Inappropriate activities and actions by the student outside of the school may have an impact on the student being permitted to participate in a school activity.

Many extra (co)-curricular activities have their own code of conduct. If a student is involved in an inappropriate activity that is not specifically covered in the regulations of that organization, the adviser and the principal will determine what penalty will be given. This may result in the student not being permitted to participate in a given school activity.

DANCES

Dances may be held throughout the school year with the following regulations in effect:

1. Only high school students may attend high school dances.
2. All school rules are in effect during the dance.
3. Once in the building, all persons will remain in the building. Should they choose to leave, they may not re-enter.
4. Students from other schools may attend dances if they are registered and approved in the office two days *before the day of the dance*. The administration reserves the right to deny admittance to any guest. The Bangor student is responsible for his/her guest. Guest Applications can be picked up in the office.

ATHLETICS

A uniform code of conduct for Middle and Senior High School student/athletes is available from the athletic office of Bangor Public Schools. Each athlete will receive an athletic handbook. All athletes who represent Bangor Schools are expected to live up to the letter and spirit of these regulations, both in and out of season.

ATHLETIC ACADEMIC STANDARDS

Students who are not passing at least 75% of their classes (5 out of 6) will be ineligible for the following week. Student progress will be checked on a weekly basis. Students must meet MHSAA eligibility standards by passing 4 out of 6 classes each semester in order to be eligible the following semester. The above standards are listed as minimums. Some teams may require more restrictive standards.

INSURANCE

Bangor students may be covered by insurance for accidents, which occur during athletic participation. The school is not the insurance carrier and does not assume any responsibility for processing claims or handling complaints. Any and all actions involving insurance for students must be taken up with the insurance carrier directly. Forms are available in the high school office.

NCAA CLEARINGHOUSE:

The NCAA has established minimum course requirements for all athletes that plan to attend Division I and Division II schools. These standards must be met during the student/athlete's high school career in order for them to be eligible as a freshman in college. Detailed information may be secured from the athletic director or the guidance office.

ATHLETIC TRANSFERS

If an athlete transfers to Bangor and is under suspension or other disciplinary action from the sending school, Bangor will uphold the sending school's action before eligibility is restored.

WORK PERMITS

The state of Michigan provides for control of employment of minors. All minors between the ages of 14 and 18 must have a work permit before they can be employed. Work permits may be obtained in the high school office.

Section IV – Student Conduct

ATTENDANCE POLICY

Attendance and punctuality are important and essential to student success now and for the future. It is the school's desire to see all students achieve their maximum potential. Bangor High School is committed to career preparation education for all students. It is our intent to prepare students for their next career step. This attendance policy has been developed in accordance with the Michigan Merit Curriculum expectations in mind. This policy will spell out consequences of being tardy or absent. The ultimate responsibility for school attendance of all minor students belongs with the parents and students. Students under the age of 16 are subject to truancy laws.

Attendance Procedures: Parents are required to notify the High School via telephone (427-6844), when a student is absent from school to explain the absence. Notification must occur prior to the start of the next school day. A voice mail can be left 24 hours a day.

- Students will be allowed 10 excused absences in each class period during a Semester. Parents will be notified by letter on the student's 5th and 6th absences. **On a student's 11th absence, the student will be required to pass their final exam to have their grade calculated for the Semester. If the student does not pass the final exam, no credit will be earned.**
- Students that miss ten (10) consecutive days of school without notifying the office as to the reason for the absences will be dropped from the school's enrollment.

Tardy

A tardy is defined as a student not being in their assigned classroom when the bell rings. Tardiness of more than ten (10) minutes is considered an absence. A student arriving to school five (5) or more minutes late; need to check in with the office to receive a pass to class. We believe that not getting to class on time is irresponsible and disruptive to the learning environment. **Students will be assigned a 30 minute detention for each unexcused tardy they receive.** The teacher

will issue a tardy slip to the student and send a copy to the office. Students that fail to serve their tardy detention will be assigned a 2-day in-school suspension or possibly a 3 hour Saturday school. **Each fourth (4th) tardy will be equivalent to one (1) absence.** This absence will count toward the ten absences in the attendance policy. A letter will be sent home after the fourth tardy, explaining the attendance policy. Excessive tardiness will result in a two day in-school suspension.

ATTENDANCE RULES FOR EXTRA (CO)-CURRICULAR ACTIVITIES

Students must be in school all day in order to participate in any extra (co)-curricular activity with the following exceptions:

1. Doctor or dentist appointments. A signed note from the physician/dentist will be required upon return.
2. In case of emergency, a student must be in school by the end of first block or contact the school before the end of first block and indicate what the emergency is. The principal will determine if, in fact, it is an emergency. If it is judged not to be an emergency, participation will not be allowed. If the student is to be out for more than first hour, and it is judged to be an emergency, the principal will make a decision as to participation that evening.
3. If a student is ill during the day and is unable to attend class it will be necessary for them to go home. The student will be unable to participate in extra (co)-curricular activity that day. This includes practice.

EXEMPT ABSENCES

Exempt absences are excused absences that do not count towards the allowable number of parent-excused absences. Exempt absences include:

1. A request by a medical doctor, in writing, indicating that the student should not attend school for an indicated period of time. The doctor's note must be presented within 24 hours of the student's return to school. Any student who is admitted to the hospital shall be considered to be under the doctor's care while in the hospital.
2. Required or necessary school activities that cause the student to be absent from class.
3. Seniors who request a job interview or college visitation day (2 totals for the year). Juniors may request 1 college visitation day.
4. Doctor or dentist appointments. A note from the doctor verifying the student's presence at the appointment is required upon the student's return to school. Only the part of the day during which the appointment took place, and the time required to travel to and from the appointment, will be considered exempt. The exception would be if the doctor note states specifically that the student should be excused from school for one or more days.
5. Funeral for friend or family member. Verification of attendance in the form of a prayer card, memory card, etc. may be required upon students return to school.
6. Court appearance verification is needed.
7. A required appointment with Community Mental Health, other out-of-school counseling appointments (only when not available during any other time), and in-school counseling appointment.
8. Any other educational opportunity approved by the principal. This may include a family vacation provided that the following requirements are met:
 - a. Prior to the absence, the student and a parent schedule a meeting with the principal/assistant principal to discuss the educational value of the trip.

- b. The student must complete all work missed as a result of the trip to the satisfaction of all his/her teachers.
- c. It is the student's responsibility to make sure that all of the required information is documented and turned in to the principal. A form for documenting this information will be given to the student and discussed at the initial meeting with the student, parent, and principal.
- d. Once the principal is satisfied that all requirements and deadlines have been met, the absences will be exempted.

PRE-ARRANGED ABSENCES

A student may request to be absent at some future date. The procedure for such a request is:

1. A request, in writing, from the parent must be presented to the principal's office as soon as the pending absence is known. The request shall state the reason for the absence. This should be completed at least 2 days prior to the absence.
2. The student will be given a sheet to take to all of his/her teachers for their notification, and it must be returned to the office.
3. The teachers then will provide the necessary assignments. The work should be completed by the time the student returns to class or within a time-frame agreed upon between the student and teacher.
4. The responsibility for completion of work is entirely the student's.
5. A pre-arranged absence does count as an absence unless it meets the requirements for an exempt absence.

PROCEDURES FOLLOWING ABSENCES

It is the student's responsibility to confer with the teacher to determine what work was missed and to determine when the work is due. Students are responsible for their work regardless of the nature of the absence.

OTHER ABSENCE RELATED POLICIES

Students are only allowed to leave the building during the school day if written or verbal permission is provided to office personnel by the parent. Before students leave the building during the school day they must first check out in the office. This includes going into the parking lot to retrieve something from a vehicle.

TRUANCY

Leaving the high school building or grounds without permission from the office, failure to bring parent notification of an absence, or failing to report to an assigned area will be defined as truancy. Absences due to truancy will be considered unexcused and will therefore result in a two day in-school suspension.

DRESS CODE

The following guidelines will assist parents and students as to the expectations of Bangor High School regarding the appropriate dress for students. Dress that is disruptive to the educational process will not be tolerated.

1. Shorts and skirts must measure **not more than four (4) inches above the knee.**
2. Shirts and tops must completely cover the midriff. Backless or spaghetti strap shirts are not permitted.
3. Sleeveless shirts are only permitted provided that the shirts have shoulder straps that are a minimum of two inches wide, and the arm holes are tight to the body so as to not be revealing.
4. **Shirts must completely cover the chest.** The administration reserves the right to make this judgment.
5. Any garment designed to be worn as underclothing is not appropriate for school.
6. Shoes must be worn at all times.
7. Hats or any type of head coverings are not to be worn in the building during the regular school day.
8. Clothing which advertises or supports alcohol, drugs, profanity, sexual activity or gang-related activity is not to be worn at school or during school activities.

Students wearing unsafe, revealing, gang-related, suggestive, inappropriate and/or disruptive clothing will be required to make the necessary modification before attending further classes. The principal has the final authority in determining the appropriateness of the attire. Any time lost due to changing clothes or calling home may be considered unexcused and will be required to be made up in detention or Saturday school.

DRESS CODE FOR PROM AND FORMAL DANCES

The BHS dress code applies to students at the prom and formal dances with the following exceptions. Formal dresses may have thin shoulder straps or be strapless, but they must adhere to the following guidelines:

1. Dresses must completely cover the midriff.
2. Slits along the leg on a dress must not come above fingertip length.
3. Dresses must have at least a partial back. Backless dresses are not permitted.

Students that have a question about the appropriateness of a dress should check with the administration ahead of time. Students not dressed appropriately at prom/dances will not be admitted.

GOALS OF DISCIPLINE POLICY

- *To create a safe and orderly environment for learning.
- *To prepare students for their future careers in the workforce.
- *To provide students with the opportunity to practice citizenship.
- *To maintain high expectations for students in all areas of school life.

DISCIPLINE POLICY

Discipline is an important aspect in providing students with a learning environment that is positive and distraction free. These are guidelines used in the administration of discipline to help in providing fairness and consistency for all students. Note that these are minimum corrective actions and each case is dealt with on an individualized basis. Teachers and administrators are responsible for instituting discipline under the following guidelines.

Class I - Teacher responsibility

1. No pencil, book, and/or paper
2. Lacking other class materials
3. Assignment(s) not completed
4. Disruption of class
5. Not following teacher instructions
6. Poor attitude
7. Swearing (inadvertent)

Class II - Minimum two days in-school suspension during a particular class, up to 2 full days of in-house suspension and parental contact.

1. Swearing
2. Insubordination
3. Other disruptions to the learning environment
4. Student in an unauthorized/restricted area
5. Fighting (pushing, verbal)
6. Cheating
7. Public affection: Public displays of affection are not appropriate in the school environment. Any public affection other than holding hands may be considered inappropriate and will be subject to the school's discipline policy.
8. Possession of pager, cell phone, or other electronic communication device that is not turned off or is visible during the regular school day
9. Verbal harassment of a student. Verbal harassment is defined as purposefully making a communication in offensively coarse language or in a manner likely to cause annoyance or alarm to another person.
10. Excessive truancy
11. Excessive tardiness
12. Violation of driving rules
13. Excessive violations of Class I

Class III - Minimum three days in-school suspension and parental contact.

1. Paraphernalia
2. Tobacco - possession or use
3. Verbal assault of a student. Verbal assault is defined as purposefully making a communication that threatens physical abuse toward another person. (Also see Other Discipline Policies)
4. Multiple violations of Class II

Class IV - Minimum five days out-of-school suspension and parental contact

1. Fighting (some punches thrown)
2. Destruction of student/staff property
3. Stealing

5. Computer vandalism
6. Multiple violations of class III

Class V - Minimum ten days out of school suspension, parental contact, and police involvement if it is a criminal activity.

1. Use, possession or sale of alcohol
2. Use, possession or sale of illegal drugs, prescription drugs, and mind altering substances
3. Other criminal activities
4. Vandalism to school property (restitution)
5. Fighting (many punches thrown, requires force to break up). Students will also be ticketed by the police for disorderly conduct.
6. Possession of a weapon. The term weapon includes firearms, bombs, silencers, double-edged non-folding stabbing instruments, switchblade, slingshot, billy club, metallic knuckles, tazer, stun gun, gas ejecting device, or any other article possessed for the use as a weapon, e.g. tire iron, or baseball bat carried for purposes of assault or defense. (See Other Discipline Policies)
7. Creating false fire alarm
8. Verbal assault of a staff member (See Other Discipline Policies)
9. Physical assault of a student or staff member. Physical assault is defined as a violent physical attack on another person. This may be an unprovoked attack or aggressive retaliation. (See Other Discipline Policies)
10. Multiple violations of class IV

Depending on the severity of the offense, greater disciplinary action up to and including expulsion may be required for Class V offenses.

To achieve our goal of teaching appropriate behavior, the administration reserves the right, with the consent of the student, to substitute another consequence for those stated above. This might be a consequence which attempts to make right a situation or which involves school or community service. These options will not provide lesser consequences, but will more directly respond to the particular nature of the offense.

OTHER DISCIPLINE POLICIES

1. All behaviors at extra-curricular events shall be subject to the same rules and discipline as during the regular school day.
2. Students disciplined repeatedly for the same or similar offenses will be disciplined progressively, with each new violation resulting in more severe penalties, up to and including expulsion.

In accordance with the Revised School Code of the State of Michigan, several discipline offenses call for the enactment of very severe penalties. These include:

- Weapons, Arson, Criminal Sexual Conduct-The student shall be permanently expelled from school. (Revised School Code Sec. 1311)
- Verbal assault or Bomb Threat-The student shall be expelled for up to 180 days. (MCL 380.1311a)
- Physical Assault-Student to Student-The student shall be expelled for up to 180 days. (MCL 380.1310)
- Physical Assault-Student to Employee or Volunteer-The student shall be expelled permanently. (MCL380.1311a)

A copy of the Michigan Department of Education recommendations on suspensions and expulsions may be reviewed at the high school office.

BULLYING POLICY

Bullying of any kind is unacceptable and will not be tolerated at our school. If bullying does occur, all students should inform an adult. The incident(s) will be handled promptly and effectively. This means that anyone who knows that bullying is happening is expected to inform a staff member.

Bullying is the use of aggression that is hurtful to another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional: being unfriendly, being disrespectful, excluding, tormenting
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with dignity and respect. This includes student to student, student to adult and adult to student. Anyone that feels that they are a victim of bullying should report it immediately.

Disciplinary actions as a result of bullying will vary depending on the severity of the offense. Certain incidents involving students may require students to conference with an adult and that an apology is given, while others may call for more severe consequences including in-school or out-of-school suspension. Students disciplined repeatedly for bullying incidents will be disciplined progressively, with each new incident resulting in more severe penalties, up to and including expulsion.

SEXUAL HARASSMENT POLICY

Sexual harassment of students by other students, by employees, or by volunteers of the District is unlawful under both Michigan and Federal law and is contrary to the commitment of this District to provide an effective learning environment. This District will not tolerate sexual harassment, false reports of sexual harassment or retaliation against persons reporting allegations of such complaints. Persons found guilty of sexual harassment are subject to disciplinary action up to and including expulsion. Students who feel they are being sexually harassed should report the matter to the building administrator. The District does not discriminate on the basis of sex in the educational programs or activities that it operates.

IN-SCHOOL SUSPENSION

Assignment to in-school suspension (in-house) means that the student is removed from the classroom but not from the educational program. S/He will report to the assigned location at the designated time where the student will work on classroom tasks assigned by the teacher. The student receives full credit for the completed work.

Rules will be posted in the in-school suspension room for students to read when they enter. Violations of these rules may result in additional time being assigned. In severe cases, students will be suspended for 5 days if removed from the in-house room.

SATURDAY SCHOOL

Saturday school is detention used to deter disruptive behavior and to make up excessive or unexcused absences.

1. Students must be present by 8:05 a.m. Students arriving late will not be admitted.
2. Students will not be allowed to use the phone or go to locker
3. Students may not leave their seats.
4. Students will not be allowed to sleep.
5. Food, beverages, cards, radios or magazines will not be allowed.
6. Students are dismissed at 11:00 a.m.

SUSPENSION/EXPULSION

The Bangor Board of Education has adopted a comprehensive policy regarding procedures for suspensions and expulsions. The entire policy is available upon request from the superintendent's office. Within the policy, three conditions are defined:

1. Short-term suspension is defined as exclusion of a student from regular school programs for not more than ten (10) days.
2. Long-term suspension is defined as exclusion of a student from regular school programs for a period of time greater than ten (10) days in length but less than expulsion.
3. Expulsion is defined as the permanent exclusion of a student from school. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Board Policy 5610.01.

The principal/assistant principal is responsible for maintaining records and documenting evidence to support any action of suspension or expulsion as well as the efforts to resolve the problem. Such documentation is to be in writing.

On the basis of the present status of law, the principals of Bangor schools are delegated the authority to temporarily separate or suspend a student from school. In such actions the following precepts shall be followed:

1. A student shall be informed of the charges brought against him including the rationale for action and the condition of time and termination.
2. The parents of a student who is being temporarily separated or suspended shall be notified of the action by phone or by letter. A copy may also be given to the student. A third copy shall be placed in the student's records. If the parent has been contacted by phone, no notice need be sent.

If in the principal's opinion or as required by statute, an alleged infraction warrants a long-term suspension or expulsion, s/he shall refer the case to the Superintendent, who will review the information and schedule a hearing with the Board of Education. The Board will conduct the hearing in compliance with the Open Meetings Act and act upon the recommendation for long-term suspension or expulsion.

Any student that is suspended or expelled from school may not attend any school function (home or away) or be on school property for any reason during the length of the suspension or expulsion.

APPEALS

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

Parents may appeal a long-term suspension or expulsion to the Board, in writing, after receipt of the notice of suspension/expulsion. The parents shall state in the appeal the reasons they think the Superintendent's decision is not justified and provide any extenuating circumstances they wish the Board to consider. The Board may conduct a hearing or respond with its decision in writing within fifteen (15) days after it receives the appeal.

SEARCHES

A locker is school property and the school reserves the right to reasonable access. Since school officials are charged by the State with operating schools and safeguarding the health, welfare and safety of students and school personnel, the school not only reserves the right, but also has the duty to inspect or search for weapons or other dangerous materials when suspected. A general search of all lockers in reaction to a bomb threat or widespread harmful substance abuse is considered a justified search. Whenever practical, the student shall be present when a locker is inspected. (Revised School Code, MCL 380.1306 (5), 2000 PA 87)

Under normal conditions of the school day, searches are rarely performed. In order to promote a safe and secure school environment, the administration will carry out searches in a reasonable scope when there is reasonable suspicion that a search is necessary. Areas and items subject to a search include, but are not limited to, lockers, vehicles, book bags and other personal belongings. Student refusal will result in parent contact, police contact, and appropriate disciplinary action up to and including expulsion.

BUILDING SECURITY CAMERAS

In order to promote student safety and building security, security cameras are used to monitor activity in and around the school building.

GRIEVANCES AND CHAIN OF COMMUNICATION

It is recognized that from time to time parents and students have questions and/or complaints regarding the educational process or with staff members (teachers-coaches). In order to best answer the questions and resolve conflicts it is necessary to directly involve those individuals who have firsthand knowledge of the problem. This means simply that before problems are brought to the office, every attempt should be made to discuss the matter with the person involved. If satisfactory results are not achieved, then the office should be notified. As an example, if there is a problem regarding a teacher, the teacher should be contacted first, not the principal or superintendent.

A student or parent may file a complaint with the principal against a school employee, rule or regulation. This complaint must be in writing and it must be filed within five (5) days following the act or event about which the complaint arose. The complaint must be specific as to the who, what, where and when of the complaint. Any complaint not filed within a reasonable time shall be deemed to have been waived. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal.

Section V – Transportation

BUS REGULATIONS

Bus transportation to and from school is a privilege for all high school students living in the Bangor School district. The following regulations are in effect when students are riding a bus:

1. The bus driver has similar authority as a classroom teacher, and is to be given the same respect and cooperation by all students.
2. All school rules apply to bus transportation. Students are to remain reasonably quiet and seated when the bus is in motion.
3. Seats may not be saved for other students and the bus driver may assign seats.
4. State law dictates the establishment of bus stops. The law may at times require a bus to stop some distance from the student's house.
5. Disciplinary action will be determined by the discipline policy and/or the severity of the action and will be consistent with other school discipline.
6. Students will not be allowed to ride any bus other than their own unless they have written permission from the administration and transportation.
7. Public Transportation Act 187 Section 257.1811 " That all baggage, articles, equipment, etc., must be secured in a manner that assures unrestricted access to all exits by all occupants, and protects against injury." According to the Michigan State Police, this means that any items a student brings onto a bus must be held on the student's lap, not in the seat next to the student, on the floor at their feet, or in the aisle. Keep this in mind when sending school projects, band equipment, and sports equipment home with students. If items are too big for the students to hold on their laps, parents must make arrangements to transport.

DRIVING/PARKING REGULATIONS

1. Students who drive to school must do so in a safe and responsible manner. The speed limit in the parking lot is 5 mph.
2. Student's park in the areas designated for student use. Teachers park in the white painted spaces in the front row, and students park in the yellow painted areas.
3. As a general rule, students are not allowed to drive to the Technology Center. In special circumstances that prevent utilization of school-provided transportation, individual driving permits may be issued on certain days. These permits are only issued through the high school office and must be signed by the student, parent and the principal/assistant principal. No additional riders will be allowed.
4. Students that violate driving rules will have further driving privileges revoked and/or be subject to disciplinary action.

September 2009

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October 2009

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January 2010

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February 2010

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March 2010

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April 2010

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June 2010

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