

Bayfield Middle School

Student/Parent Handbook



2011-2012

August 2011

To the parents,

We would like to welcome your child and you to Bayfield Middle School. Each year brings about new and exciting opportunities for students and staff. Our staff is dedicated to providing a quality experience for your child. The staff will put in many hours of preparation so that your child has the opportunity to get a quality education.

Your role as a parent is vital to the success of your child and his /her teachers. I would encourage you to be involved with the school by participating in programs and activities, establishing good communication with your child and the teachers, and creating a quality environment for your child to study in the home. We want to be a support to you by providing good communication from our school. Through newsletters, our BMS website, our student management system, and notes home, we will make every effort to keep you up to speed with what is happening at school. I would encourage each of you to think about joining the BMS Accountability Committee to be a voice in helping to make decisions for our school and for providing programs for our school.

In promoting quality communication, this handbook is given to you to serve as a reference for you to use in knowing the policies and procedures governing BMS. This handbook is written to be a guide to help answer questions you may have of the school and the expectations for our students. We hope you will take the time to review the handbook and become familiar with the policies and procedures. By being familiar with the contents of this handbook you will be better able to address issues or concerns with your child and with staff.

We look forward to working with you and your child this year. The students and staff appreciate your support, cooperation, and encouragement. We hope to have a wonderful and productive year!

Respectfully,

Mike Lister
Principal

VISION STATEMENT

To inspire all our students to achieve, to think, to learn, and to care.

MISSION STATEMENT

Our mission at Bayfield Middle School is to provide for a positive, successful learning experience for our students. We believe in:

- **a learning environment that is inviting and safe.**
- **diversity, teamwork, tolerance, and respect.**
- **success for all.**
- **the growth of the whole person.**
- **active participation by all.**
- **high expectations.**

The students, parents, staff and the community must work together to ensure the success of our school and our students. We are each accountable for upholding the mission of our school.

STUDENT CODE OF CONDUCT

I will respect myself, other students, teachers, and all others.

I will respect school property and the property of others.

I will follow school rules and be aware of consequences

I will make an effort to be prompt, dependable and trustworthy.

I will try to do my best work each day.

GENERAL INFORMATION

SCHOOL HOURS

The school day begins at 7:50 a.m. and lasts until 3:20 p.m. First Period will start at 7:55 a.m. Students should leave the building by 3:30 p.m. Students are not allowed in the building before the start of school without permission. Students should dress according to the weather conditions. On those days when the weather is severe, students will be allowed to wait in the gym before school starts. Students who are eating breakfast will be allowed in at 7:25 a.m.

PARENT DROP OFF/PICK UP AREA

A designated area is provided for parents to drop off students in the morning and to pick up students after school. In order to ensure a safe and smooth process, we ask that parents move as far around the drop off loop as possible to help us avoid congestion in this area and on Oak Drive. The west side of the drop off area should be used for students to disembark.

Parents should not drop off students in the teacher parking lot in front of the main entry way. The bus loop is off limits during the school day for traffic and for parking.

OFFICE HOURS

The main office is open from 7:40 a.m. to 4:00 p.m. Monday through Thursday. On Fridays, the office closes at 3:30 p.m.

ABSENCES

Parents are expected to inform the office when a student is to be absent for the day. Parents should call or email the office by 9:00 a.m. Parents should leave a message on the school answering machine in the event the parent is not able to talk directly to a staff member. If contact is not made on the day of the absence, the parent must write a note to send with the student upon the day of his or her return explaining the nature of the absence. Failure to call or send a note will result in the absence being unexcused.

COMMUNICATION WITH STAFF

When a problem or concern arises with a student or a parent, it is important to follow the chain of contact established by the school. The student or the parent should address any concerns directly with the staff member involved. When requested, a third party may be included in the meeting. Issues brought to the attention of the principal by a parent or student will be relayed back to the staff member involved so that the staff member can address the issue directly. If the two parties cannot resolve the issue, either party may request a meeting with the principal.

Parents, students, and staff members are required to follow appropriate behavior in all conversations. We are committed to maintaining open communication. We expect all people to work in a cooperative and respectful manner at

all times. The principal will address problems with any person who blatantly violates the standards of conduct. Persistent problems may result in limiting the level of contact an individual has with the school. The school will take the necessary measures to ensure the safety and well-being of all staff and students.

Phone numbers and email addresses for staff are available on the district website.

CAMPUS REGULATIONS

BMS is a **closed campus**. Once students arrive on campus they are required to remain on school grounds. Students are not allowed to go home for lunch.

Students are not allowed to play in the ditch. Students are expressly prohibited from throwing any person in the ditch. Students who violate the ditch rule will be given a suspension. Food and drinks are not allowed to be consumed outside on the playground or the baseball field. Students are required to keep the campus clean and free of trash.

SCHOOL CLOSINGS

The school may be closed due to severe weather or mechanical breakdown. Any change in the school day will be announced over the local radio stations. A decision to call school off for the day or have a delayed start due to weather conditions will be made by the superintendent by 6:00 a.m. At this time, the superintendent will inform the local radio stations. School closings will be advertised on the school website of www.bayfield.k12.co.us. If no report is heard, it can be assumed that school is in session.

MESSAGES AND DELIVERIES

We ask that students and parents respect the instructional time and efforts of staff by avoiding unnecessary interruptions to the instructional day and the operation of the office. Messages for students should be limited to emergency and important situations only. Messages should be left in the main office. Messages will be delivered to the student at the earliest appropriate time. Messages received after 2:30 p.m. may not be delivered due to time constraints before the end of the school day. Flowers and gifts should not be delivered to the school. No instructional time will be interrupted to make these deliveries. Only deliveries directly related to a class will be made.

STUDENT ENROLLMENT / WITHDRAWAL

All seventh grade students are required to have proof of a second MMR immunization and the Hepatitis B series on record in the office. Parents wishing to enroll a student must come to the office to fill in the necessary paper work. A copy of the enrollment packet is available on our website. All pertinent information should be provided. Information should be accurate and current. There may be a waiting period before a student is allowed to start school so that

school officials can verify information provided in the enrollment packet. Providing false information may be cause to not enroll a student.

A student who is planning to withdraw from school must pick up a withdrawal form from the office. This form is to be signed by the parent and the teachers. The student must return all books and pay any charges. The student then returns the form to the office. Student records may be held until materials are paid for or returned.

MEDICATIONS

By law, prescription medications and over-the-counter medications cannot be given at school without a written prescription from a physician and a signed consent form from the parent. The prescription must be in the original bottle. All medications must be brought to school in a container appropriately labeled by the pharmacy or physician stating the student's name, the name of the medication, the dosage, and the frequency. Parents, not the student, should bring the medication to the office.

Parents have the option to come into the office and dispense medication in the absence of a prescription from a physician. It is the responsibility of the student for coming to the office to take his/her medication and not the responsibility of the office to track the student down. Students are not allowed to have any type of medication, prescribed or over-the-counter, in their possession on school grounds. Some examples that students can not have with them include: cough drops, Tylenol, Mydol, etc... The only exception to this rule is that students who have a need for an inhaler can keep it with them. The office must be notified by the parents when this is necessary.

IMMUNIZATIONS

According to Colorado state law, all students must have a copy of a completed updated immunization record on file with the school. This record must be provided to the school within two weeks of enrollment at BMS. Failure to provide a complete updated immunization record or failure to provide a parental exemption form will result in the student being excluded from attending school until the proper paperwork is provided. A parental exemption is a signed written waiver stating that the parent does not want the child to be immunized for medical, religious, or personal reasons. (See Appendix A at the end of this handbook for a copy of the letter from the state of Colorado regarding immunization requirements.)

SCHOOL VISITORS

Parents and community members are welcome to visit the school and classes at any time. All visitors must first sign in and obtain a pass from the main office. All visitors will be required to wear a visitor tag at all times while on campus. Visitors will sign the log sheet when coming into the building and when leaving.

Student visitors wishing to attend classes or school dances with friends or relatives are not permitted. If a

student visitor wishes to eat lunch in the school, arrangements shall be made with the front office. The school reserves the right to deny visitations requests if it is deemed that the visit will interfere with the educational process and/or is in violation of the district guidelines. Any concerns or problems will be referred to the principal for final determination.

PHONES

The school has provided a phone for student use in the main hallway. During the school day, students must receive permission to use this phone from the office. Students shall get permission from their teacher if they are going to miss any class time when needing to use the phone. Students are not allowed to use any classroom phones. Students who misuse the phone may lose phone privileges and will only be allowed to use the phone in an emergency situation or when required by a school official. Students should use the phone during passing time, during lunch, before school, and after school.

Students are not permitted to have cell phones in the classroom, in the hallways, or on the playground during school time. Students are not allowed to use a personal cell phone to make calls during the school day. Students are not allowed to send text messages at any time during the school day. Students must use school phones when calling during the school day. Failure to follow these guidelines will result in the confiscation of the cell phone. The item will be turned into the office. The student will pick up the item at the end of the day after the parent has been informed. The student will be assigned a disciplinary consequence. Should the a problem continue, the item will be kept by the office until a parent or guardian can pick it up. Repeated violations of the cell phone policy will result in more severe consequences being assigned to the student. On a third violation, the student will not be allowed to bring the cell phone back to the school for the duration of the year.

STUDENT LOCKERS

Students will be assigned a locker to be used for the school year. Each locker has a combination lock on it. Students will be given the combination numbers at the start of school. Students should not give out the combination to any other student and should keep the locker locked at all times. Students are expected to keep lockers neat and orderly. A student who has overstuffed his or her locker will be asked to clean it out. If the student does not clean out the locker, the contents will be taken out and put in a bag and returned to the student to take home or properly store in the locker.

Students should not bring items of value to school. The school is not responsible for lost or stolen items from lockers. The school has the authority and obligation to conduct locker searches at any time to ensure the safety of the students and property. Locker searches will follow according to school law and district policy.

Students are responsible for securing lockers in the locker rooms during P.E. and athletic events. Students are

responsible for providing their own combination lock to be used in the locker room. The locker rooms are not supervised at all times, therefore, it is up to the student to make sure his/her belongings are locked securely.

LOST AND FOUND

The middle school maintains a lost and found bin. All items turned into the office or found will be placed in the bin. Students should mark all their belongings for identification purposes. During the year, the lost and found items will be put out for students to go through. After there has been a sufficient amount of time to claim items, any remaining items will be given to a local charity. Items in poor condition will be thrown away.

TEXTBOOKS

Textbooks are loaned to the students for their use during the school year. Students are responsible for their care and return. Students will be required to pay for lost textbooks. Any damage to textbooks will also be charged to the student. Students are required to put covers on all textbooks. Charges will be levied at the end of the school year for books that have been damaged. The fees charged for lost or destroyed new textbook is price of book. The price for used textbook will be replacement price of the textbook. Fees charged for damage to a textbook are: Replace a New Book --- Cost Replace Used book---Cost, Replaced cover---\$10.00, Bent cover---\$5.00, torn page or damaged page---\$1.00 per page. Failure to pay fees or charges will result in records being held. Records will not be sent to the high school or to a school the student is transfers to if charges remain unpaid. Students will be allowed to work off the fees in lieu of payment. Arrangements will be made with the principal to do school service in these instances.

HALL PASSES

Students are required to have permission from their teacher in order to be in the hall. Students are required to have a hall pass with them. Students who have left the classroom are required to be respectful of other classes by being quiet and they are to return to class promptly. Students are expected to be quiet while in the hall at all times during class time. Students out of class without permission or who are not in the place where authorized by the pass will be given an unexcused absence or tardy for that class and be subject to discipline. If a student is going to the restroom, writing utensils, sharp objects or any other object that can be used to create graffiti or scratch stalls/walls are not allowed. Acts of vandalism may be reported to the town marshal for content or the amount of damage done. Students are only allowed to use the vending machines during passing time. Students are expected to get to class on time and not be late to class due to a purchase at the vending machine.

EMERGENCY DRILLS

BMS will conduct a variety of emergency drills during the school year to prepare students and staff for a variety of emergency situations. Students and staff members will participate in the following drills each year: fire drill, shut down drill, lock down drill, silent drill, and evacuation drill. All procedures and protocols will be explained to staff and students before the practice drill is to take place. A review of the drill will be conducted by building and district staff for their effectiveness in addressing the emergency situation after the drill has been completed.

In the event of an emergency, one main contact point will be established through the district office and the district office will provide information to the public. The school will make every effort to keep parents informed.

DANCES

There will be one dance per quarter. Dances are held in the afternoon from 1:00 to 3:20 p.m. Students will be given the option of attending the dance or going to some other activity. The other activities include a movie, a study hall, or a game room. Students will **not** be allowed to check themselves out of the dance and leave school grounds. There will be a charge to get into the dance to pay for expenses and to raise money for student government. Only students enrolled at BMS are allowed to participate in the dances. Students are to follow proper behavioral expectations for the dance. All 6th, 7th and 8th grade students are permitted to go to the dances. Students who are checked out from the dance and out of school by the parent will not be considered an absence for the student.

CLASSROOM EXPECTATIONS

All students are expected to be prepared to learn when they enter class. This means students should have the necessary supplies to participate in the class. Students are to be actively engaged in all learning activities planned for the class. Nonessential items such as stuffed animals, tape or cd players, toys, hats, bandanas, balls, sunglasses, I-Pods etc... are not permitted in class. Food and/or drinks are not allowed in the classroom unless authorized by the teacher. Students are to not take food out of one class and into another. Teachers may allow students to bring water to class. The water must be in a clear plastic container. Flavored drinks are not allowed in class except for special occasions as authorized by the teacher.

In order to help promote healthier choices at BMS, students are not permitted to have beverages that are considered to be high energy drinks. Any drink that has high levels of caffeine or any other chemical designed to produce energy-enhancing effects are included in this provision. Students are not to bring and drink coffee on school grounds. Students will be asked to dispose of the drink. Refusal or repeated violations of this provision will result in disciplinary consequences.

STUDENT INSURANCE

The District will make available to parents an application for a student insurance policy that they may choose to enroll their child into for the purpose of coverage during the school day and/or for athletic activities. This is a voluntary low-rate insurance program offered to all school children that is NOT a district program. Additionally, as a public entity the District's liability is substantially limited by the Colorado Government Immunity Act, Section 24-10-101 of the Colorado Revised Statutes. Therefore, most student injuries or accidents would be covered under personal insurance policies or the District offered student insurance and NOT by the District's own insurance coverage. This insurance program can be used for coverage of interscholastic sports sponsored by the middle school.

EMERGENCY CARDS

Each student is required to have an emergency card on file in the office. This card will be used for making contact with the parent/guardian. Information on the card should be kept current. People other than the parent or guardian should be listed in emergency cases when the parent/guardian can not be contacted. In order for a child to be released to someone other than the parent/guardian, the person's name must be included on the card. The card should also include necessary medical information. Please report any changes on the emergency card as soon as possible.

Any information requested by a parent of a BMS student will be given unless legal restrictions apply to a particular. The office requires that the office be made aware of any legal restrictions and to also provide the necessary written documentation in order for the office to honor any legal restrictions. This record will be kept in the student's confidential cumulative records.

DRESS CODE

Students are expected to come to school dressed appropriately and in good taste at all times. It is very important that parents monitor their child's dress according to this policy. Your cooperation will be very helpful in preventing violations of this policy. Students who wear clothing that is inappropriate will be asked to change clothing. Students may also be sent home or asked to wear covering provided by the school such as, sweat pants or T-shirt. Dress code guidelines include:

-----Footwear is to be worn at all times. Shoes with rollers are not permitted. Slippers are not permitted. Students will need to wear the appropriate shoes for the conditions. It is recommended that students not wear open toed-shoes during bad weather and during the winter months for safety reason.

-----Shorts and dresses shall not be shorter than finger tip length for the student. This rule applies even when the student is wearing an undergarment that extends below the shorts or dress.

-----Fishnet shirts, transparent clothing, spaghetti strap tops, racer back tops, and muscle shirts are not permitted.

Any style of top that reveals underwear is not permitted. Tank tops or other similar clothing with straps narrower than three fingers/two inches in width are not permitted.

-----Hats, bandanas, and dark glasses are not to be worn indoors at any time. Students are to not take these items into the classroom. These items should remain in the locker.

-----Shorts and pants are to be worn with the waist band at hip level. Pants/shorts should not be worn so as to reveal underwear. Pajamas and pajama-style pants are not permitted.

-----Bare waistlines, backs, midriffs; or other style of clothing that is too revealing are unacceptable. Shirts/tops should come below the waistline of the pant or dress. Inappropriate sheer, tight, or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.

-----Clothing that is cut or deliberately torn to reveal undergarments is not permitted.

-----Clothing that is worn as an undergarment can not be worn as an outer garment. Boxers are not permitted as outer wear.

----- Chokers, wrist bands, or any other item of clothing that contain metal spikes are not permitted. Clothing that is made up of any other sharp object, such as safety pins, is not permitted.

-----Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that:

- ▲ Refer to drugs, tobacco, alcohol, or weapons
- ▲ Are of a sexual nature
- ▲ By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
- ▲ Are obscene, profane, vulgar, lewd, or legally libelous
- ▲ Threaten the safety or welfare of any person
- ▲ Promote any activity prohibited by the student code of conduct
- ▲ Otherwise disrupt the teaching-learning process.

Students are required to dress nicely when traveling to away games, performing in public concerts, participating in local, regional, or state competitions. Sponsors and coaches will ensure that when our students visit other schools, that a strict dress code be enforced.

SEARCHES AND SEIZURES

School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or the health, safety, or welfare of students or staff may be in danger. A search of a student's person and /or personal effects shall be undertaken if there are reasonable grounds for an administrator to suspect that the student possesses a weapon, prohibited substances, objects that interfere with the school purposes and/or presents a threat

to people/property or is a stolen item. Personal searches must be limited in scope to objectives of search within the bounds of reason. When a search is conducted on a person or on personal effects, the administrator will conduct the search in private with an adult witness present. The adult witness will be of the same sex as the student and the witness will not participate in the search.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search must reasonably be related to the objectives of the search and nature of the suspected violation. Searches may be conducted without the prior consent of the parent/guardian. However, the parent/guardian will be notified as soon as reasonably possible that a search was conducted. Anything found in the course of a search conducted by school officials which is evidence of a violation of school rules or which by its presence presents an immediate danger of physical harm may be seized and kept by the school as evidence in any proceeding involving a suspension or expulsion; or turned over to law enforcement; or be returned to the student or parent. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

Lockers are the property of the school district. Periodic general inspections of lockers may be conducted by the school administrator or his/her designee for any reason without notice and without student consent or knowledge. A locker search may be conducted when a reasonable suspicion that a student may be in violation of school rules and/or the law.

A search of a student's cell phone may be done to verify violation of school policy to ensure that no illegal content or violation of state law has occurred. Students are not allowed to use cell phones during the school day. Violation of the cell phone rules may be cause to conduct a search.

ATTENDANCE POLICIES

Regular school attendance by each student is an essential ingredient for success in school. It is the goal of BMS to have a 95% attendance average for all of our students. Frequent absences and tardies are disruptive to the learning process. Through the cooperation of the student and the parent, we can achieve our goal and enhance the opportunities for a successful experience for our students. Policies regarding Attendance are found in the District policies section of this handbook.

TRUANCY

Truancy is defined as a deliberate absence from school without the knowledge and approval of the parent, the guardian, or the school. The parent or guardian will be contacted immediately when it is discovered that the student is missing. The truant student will automatically serve an in-school suspension. Students who leave school grounds without permission will be considered truant.

Any student who is repeatedly truant will have an attendance plan developed by the school and the parent. Failure to follow the plan will result in the student has

being identified as habitually truant. A student who is considered to be habitually truant will be referred to the superintendent of schools by the principal for possible legal and/or disciplinary action as provided by the School Attendance Law of 1963 and any other laws regarding mandatory school attendance.

TARDINESS

Students are to be in their assigned seats with books and necessary supplies needed for the class when the tardy bell sounds. Students have three minutes between classes to go to their locker or go to the restroom. Any student who is tardy to class for a third time will receive an after school detention. Every tardy after this will result in the assignment of a detention. On the fifth tardy, the student will be assigned an In-school Suspension. The tardy policy will run semester to semester. Continual tardiness will result in more serious consequences.

PREARRANGED ABSENCES

Any student who is planning to be gone for three days or more will need to pick up a prearranged absence form. It is the responsibility of the student and parent to inform the school of extended absences. Failure to make arrangements may be cause for making the absence unexcused. The principal will be decide if the absence is to be excused or not excused. The nature of the absence and the student's attendance and academic record will be factors used to determine if the absence is to be excused. It is the legal authority of the principal, not the parent, to decide what is to be considered an excused absence

The purpose of the prearranged absence form is to identify work that can be done before the absence, during the absence, and what is expected when the student returns. The teachers will work with the student and parent to set a reasonable timetable for returning all work.

ACADEMIC POLICIES

The curriculum and course offerings have been developed to meet state standards and to meet the needs of students for this age. There are three types of classes offered at BMS: core classes, exploratory classes and elective classes. Core classes include math, science, social studies, reading and language arts. Exploratory classes are classes that are quarter or semester classes and provide a variety of experience for this age group. Students will be required to take all of the exploratory classes unless they are enrolled in an elective class.

Exploratory classes include: Spanish, Art, Computer, and P.E. Elective classes include Band and Choir. Student may only enroll in Band or Choir but not both.

INTERNET ACCESS OF STUDENT GRADES

Parents are able to access student grades, school announcements, and other school information through the

school's student management system. The school district has assigned a user code and a password for each student to be used by the parent when gaining access. The code and password will remain the same throughout the time the student stays in the Bayfield Schools. Parents will be notified if there is a need to change this information.

In accordance with policies regarding confidentiality, the code and the password information must be given directly to the parent or guardian. This information will not be given over the phone. The user ID and password will be mailed to parents at the start of the year.

Teachers will have five working days to grade and record an assignment from the due date. This amount of time is necessary to allow for the volume of papers and/or the length of the assignment needed to be graded. The web address to enter into the system is: <http://powerschool.bayfield.k12.co.us>.

HOMEWORK

Homework is an important instructional tool used by teachers. Students at BMS are expected to develop good study and homework habits. Students who choose to participate in extra-curricular activities or events are expected to keep up with their assignments. In order to promote quality performance, teachers are to coordinate with the school calendar and their fellow team members when making assignments. BMS provides a Homework Hot Line. Student and parents are able to call after 4:00 p.m. each day to listen to a recorded message that contains the assigned work for the day. In order to get the homework hotline dial: **884-9594 extension 127 or option 6.**

MAKE UP WORK

Students who miss school for any reason are expected to make up any missing work. It is the responsibility of the student to get make-up work from the teacher. The amount of time given for make up work to be completed will be based on the number of days missed plus one day with a maximum of six days. All work done as a result of an excused absence will receive full credit. In cases in which a significant amount of work needs to be made up, the student may be assigned to attend a Saturday School session.

Students will need to make special arrangements with the teacher when the absence falls at the end of a grading period. All school work is due before the last day of the school year. Students who are suspended out of school will receive a 15% reduction in grade. Late work turned in by the student that is not a result of an excused absence will be graded with a 15% reduction in grade.

Make-up work that is a result of an unexcused absence will receive a 15% reduction in grade. The reduction in grade will be assigned to work that was due on the day of the unexcused absence or work that was assigned on the day of the unexcused absence.

SATURDAY SCHOOL

Students who are not meeting standards, behind in school work, and/or having attendance problems will have the opportunity to attend Saturday School to make up missing work and other learning activities. A student who is assigned by a teacher to attend Saturday School will be required to attend. Failure to attend will result in disciplinary consequences. Parents will need to keep the teacher informed if there is a problem attending the assigned session. Saturday School will be conducted when necessary. Saturday School times are 10:00 a.m. to 12:00 p.m. Students are required to attend the entire time to receive credit for work.

Parents will be notified when a student has been assigned to attend. Students who fail to attend will not be given credit for missing work. Students are to maintain good behavior and to do their own work. Students who fail to follow Saturday School will be required to call home and have a parent come and pick the student up. Students who have a poor academic record and fail to attend Saturday School will be considered for possible retention.

GRADE REPORTS TO PARENTS

Parents will receive two reports of their child's performance each quarter. At the midpoint of any quarter, a progress report will be sent home with the student to take home for the parent to review. The progress report will include notice of deficiency for any class. At the end of the quarter, a report card will be sent home in the mail. The report card will contain a letter grade and the percentage grade. The grading scale used at BMS per District policy is:

**90-100%=A 80-89%=B
70-79%=C 60-69%=D
0-59%=F**

A variety of measures may be used to evaluate student progress, including test scores, homework, reports, daily class participation and projects. Grades may be withheld for overdue books, nonpayment of fees, or nonpayment of library fines.

CONFERENCES

Formal Parent/Student/Teacher Conferences will be held twice a year. The conference schedule is found in the District calendar. BMS uses the student-led format to conduct the conferences with parents. The student-led format has the student meet with the parent and teacher. BMS requires that students take an active role in their education by conducting the conference. (If a parent would like to meet separately with a teacher or with a group of teachers, the parent may request to do so during conference time.) The student will present a portfolio of work to help guide the conference and for parent review. It is a building requirement to have one conference per year with the teachers and the child.

Parents and students are welcome to schedule personal conferences with a teacher or with a team of teachers at any

time during the year. Please call the office to make an appointment. It is best to provide at least one day's notice. An appointment will be made based on time available during the week as identified in the schedule.

HONOR ROLL

Students who have achieved a grade point average of a 3.5 on a 4.0 scale with no grade lower than a C, will be placed on the BMS Honor Roll. The Honor Roll will be posted at the end of each quarter and students will receive a Honor Roll ribbon for recognition of their achievement. The local newspapers will receive a copy of students who have made the honor roll for publication.

P.E. CLASS

Students enrolled in a P.E. class are required to dress out daily. Students should bring a T-shirt, gym shorts, and tennis shoes. The tennis shoes should be ones that are for gym use only so that the floor is not damaged. To be excused from an activity for a day because of a temporary medical condition, a note must be sent with the student from the parent and given to the teacher. To be excused for several days or from a series of P.E. activities, parents must inform the principal or the teacher explaining the need for being excused from participating in class.

In some cases, a doctor's note will be requested to document illness or injury and to use as a guide for any doctor's recommendation for participation. Any student who is excused from participation may be required to do alternative activities or do make up work at a later time.

Students will be issued a P.E. locker and are required to have a lock. Students should not bring any valuable items and store them in their P.E. or Sports locker. Students are to keep locker room clean at all times and to follow all locker room rules. Students are to clean out lockers once they have finished the class or the sports season. Students will be reminded to clean out lockers within the specified time. Failure to clean out the locker may result in the lock being cut off and the locker cleared of its contents. Students are not allowed to wear jewelry and piercing while engaged in physical activities.

FEES AND CHARGES

In order to maintain programs it is necessary to charge fees in some classes. These fees cover the consumable supplies used for the particular class or activity by the student. Teachers will send home a fee charge form with the student. If you are unable to pay the fees, a request for waiver of fees is available in the office. Fees will be charged in classes in which materials are needed for student use and when the student is allowed to keep or use the object. Fees will be charged for Library fines and lost or damaged books.

Students who have failed to pay fees or charges will not receive their year end report card and the charge will be rolled over to next school year's record. Failure to pay may cause the student to be excluded from activities until paid.

Fees may be waived for students who are on the free and reduced lunch program. Any parent wishing to waive a fee must request so in writing to the office of the principal and explain the reason for the request. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

8TH GRADE CONTINUATION CEREMONY

Students who have successfully completed the course requirements for their 8th grade year will be allowed to participate in the Continuation ceremony and related activities held at the end of the year. Students must pass three of four core class and not have failed more than one year's worth of exploratory and/or elective classes in their final grade. The parents of those students who are at risk of not meeting these standards will be informed at progress report time of the Fourth Quarter. Students will be informed of current progress the week before the ceremony to minimize any surprises. The final decision will be made on the last Monday before the ceremony and the parents informed by the next day.

The Continuation program is held on the last day of school in the evening for parents family and guests. The program includes the awarding of Certificates of Continuation and handing out academic awards earned by students. Also included in the program is a student speaker. The 8th grade student who has the highest point accumulation total for their 8th grade year will be the class speaker at Continuation.

Students are to dress appropriately. Appropriate dress should reflect the age and intent of this rite of passage. Boys are to wear a dress shirt and slacks. Ties are recommended, but not required. Girls should wear dresses or slacks. Dresses should not violate dress code provisions. Prom-style dresses are not recommended for the ceremony. Students who violate the dress code may be excluded from participating in the ceremony.

PROMOTION AND RETENTION

Students must meet minimum requirements in order to be promoted to the next grade level. Students at BMS are to pass three of four core classes and not be failing exploratory classes equal to one year's credit. Students who do not meet these standards will be reviewed for possible retention. Retention of a student will be based on the above mentioned criteria as well as a review of the overall profile of student performance and personal circumstances when making a final decision. The final decision will be made by the principal based on consultation with the student's parents and his/her teachers.

Parents will be notified at the end of the first semester if their child is not meeting performance standards. If performance does not improve, parents will be informed by certified mail by April 15 that retention is being considered. Promotion of students will be made at the end of the school year. Students who are retained in the 8th grade will have the opportunity to be promoted at the end of the first semester of the next school year. If the 8th grade student is

able to demonstrate proficient standards in their work, a mid-year promotion will occur. Students retained in 6th and 7th grade will be retained for the entire school year.

In some cases students may be promoted on a 30 day review. The purpose of the 30 day review will to ascertain the opportunity for success at this grade level. At the end of the 30 days, a meeting will be held to determine if the student should be sent back to the previous grade level or remain in that grade level.

SCHOOL SERVICES

SCHOOL NURSE

A school nurse is available on a limited basis. Vision, hearing and scoliosis screenings are done during the school year. For emergency care, only qualified personnel shall give treatment. Medical help may be called in to provide this care. Parents or the emergency contact person will be notified immediately when an emergency or serious situation arises.

LIBRARY

The middle school maintains a full-time librarian. Students are responsible for returning materials back into the library on time and in the same condition in which they were checked out. Students will be assessed fines and charges for late, damaged, and unreturned items. A student may be excluded from the dance or other activities for nonpayment of fines.

Students are able to access the research lab during lunch time and at other times with permission of a teacher. Students are to have a Library pass designating what the student is to be working on. Students are to follow all guidelines outlined in the student computer use agreement in order to keep the privilege of using the research lab.

FOOD SERVICES

The BMS lunch program provides two choices for students---Hot Lunch and Salad Bar. The price for student meal is **\$2.50** for a Hot Lunch or a Salad. Milk is 30 cents. Parents may purchase several lunches in advance. The amount will be kept on an automated system run by the lunchroom clerk. Students will be assigned a code to access their account. The system will allow for any amount the parent wishes to pay for in advance. Your child may bring money each day to purchase a meal.

Students are allowed to charge two meals. A student who is not able to purchase a meal may ask the lunch clerk for a sandwich and milk at no charge to the student.

The school will provide each student at the start of the school year applications for the Free or Reduced Lunch Program. It is important that the forms be filled out and returned to the school even if you choose to not take part in the program. This information is used to help establish the district funding guidelines from the state and federal governments.

Students will not be given change back for any checks written to the food service program. The entire amount will be credited to the student's account in lieu of returning change. Students will not be given change back on denominations of \$10.00 or more. The clerk does not keep large amounts of money to provide large amounts of change given back to students.

Parents, relatives, friends are welcome to eat lunch with students at any time. Any person who wishes to do so should call before 9:00 a.m. to help verify lunch count and should let the office know when he/she will be coming. An Adult Meal is \$3.00. All visitors must check in before going to the cafeteria.

SPECIAL EDUCATION

The middle school has a full-time special education program. The special education program at BMS includes a Resource Room. In the program students are integrated into the regular classroom, offered pull-out programs, and are regularly monitored by the resource teacher. The local program complies with all Federal, State, and local rules governing placement in the program and providing the necessary services. Parents will be included in every review of an IEP done annually.

The district maintains the services of a school psychologist, school social worker, speech and language specialist, and an occupational therapist as part of the BOCS staff. These staff members service all four schools in the district.

GUIDANCE AND COUNSELING

The primary goal of the school counseling program is to promote and enhance student learning through academic, career, personal, and social development. A licensed, full-time school counselor works with all students to ensure that diversity and individual differences are valuable to all. The school counselor addresses the needs of students through the implementation of a comprehensive standards-based, developmental program. The counselor works with students to provide individual, small group, and large group counseling and referrals to the community professionals as needed. Unfortunately, the counselor is unable to provide the following services to children or to parents: testifying in court in child-custody matters and providing intensive, long-term counseling services.

Students have a right to expect confidentiality in counseling. This means that information that is shared with the counselor will remain private or confidential unless disclosure is required by law and/or to prevent a harmful or dangerous situation to the student or others. When a student's personal situation is affecting the student's academic performance the counselor may share information with school personnel. The counselor will inform the student when information needs to be shared.

Students must get permission from the teacher or the counselor in order to miss class time to visit with the counselor. The counseling program is designed to ensure

that each student has a successful experience in school. Please contact the counselor at anytime if you have questions or concerns.

TRANSPORTATION

Riding a school bus to and from school is a privilege. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct, both at bus stops and on the bus. Students who do not abide by the bus rules must be dealt with as necessary to protect the welfare and safety of all bus passengers.

Listed below are the rules governing bus behavior.

1. Students should arrive at the bus stop at least five minutes before the bus is due in the morning, and go directly to the bus after school ends for the day. The bus can not wait for a tardy student.
2. Be orderly and respect other people's property while waiting to board the bus. Stay back at least five feet from the point where the bus stops. Wait to board until the bus comes to a complete stop. If you must cross in front of the bus, wait for the driver's signal then cross ten feet in front of the bus.
3. Upon boarding the bus, go at once to your seat and remain seated until it is your turn to get off the bus.
4. No eating or drinking on regular routes except by permission of the driver. Glass containers, gum and sunflower seeds are not allowed.
5. No alcohol, smoking or tobacco in any form is permitted.
6. Buses will not let students off at any location other than authorized bus stops. Students must have a note from a parent and signed off by the office to ride a bus which is not assigned to them. A note will also be required for students to be dropped off at any stop different from their regular stop
7. Passengers shall not tamper with any equipment or safety features on the bus
8. Passengers shall not fight, scuffle, use obscene language, talk or sing loudly. or throw objects in, on, or from the bus.
9. The aisle shall remain clear at all times. Passengers should keep books, lunch boxes and other objects in their lap. Band instruments shall remain in their cases. Athletic gear must be kept in a zippered bag.
10. Passengers shall not bring on live animals, explosives, flammables, dangerous weapons, or large objects on the bus. Items that can be a danger during a sudden stop or accident are not permitted on the bus.
11. Students planning to have district students as guests in their home and are planning to have

students ride their bus must make arrangements with the bus driver beforehand. Should a crowding situation occur, students who are regular route riders will be given first priority. Other students may not be allowed to ride if arrangements have not been made with the driver.

12. Passengers shall cooperate with the bus driver and follow his/her instructions at all times.

The bus driver shall always be in charge of the bus. All rules and regulations not written, but verbally issued by the driver, must be followed at all times. You, as parents, can assist by going over these rules with your child and insist that your child comply with the school bus regulations.

Drivers are instructed to report to the Transportation Director any infraction of the regulations. A student who disregards the verbal directions of the bus driver will be reported to the Transportation Director of the school by use of the Student Referral Form. The Transportation Director will take appropriate steps to correct the situation and will contact the parents by use of the referral form.

Students who violate the rules may be suspended from riding the bus. When a student is suspended from riding the bus on the regular daily routes it will also apply to athletic and activity trips during the time of the suspension.

ATHLETIC POLICIES

Students who are in the 7th and 8th grades may choose to participate in a variety of interscholastic sports activities. The goal of athletics at BMS is to provide an opportunity for athletes to participate in a sport, develop individual skills in the sport, and to promote team work in a competitive setting. The sports program is divided into three categories of A, B, C levels. The A and B levels are more competitive than the C Level. Athletes will be assigned to teams based on a variety of factors including but not limited to: ability, grade level, team needs, and/or previous experience. Coaches will make the determination and any questions should be directed to the coaches. Students may participate in the following sports:

Boys

Football or
Cross Country
Wrestling
Basketball
Track

Girls

Volleyball or
Cross Country
Basketball
Track

SPORTS REQUIREMENTS

In order to participate in interscholastic sports, each student must adhere to the following guidelines:

1. Attend the orientation meeting and sign-up.
2. Provide proof of a current physical examination.

3. Provide proof of insurance either through a family policy or by purchase of school insurance. Provide a signed medical release form.
4. Provide written parent permission to participate.
5. Age to not exceed 15 by Aug. 1, 2011.
6. Regularly attend practice and dress out.
7. Maintain academic & behavioral standards in school.
8. Abstinence from usage of drugs, alcohol, and all tobacco products.
9. Demonstrate good conduct on bus, at host school, and on athletic court/field.
10. Must participate in nine practices before participating in athletic contest.
11. Maintain moral, legal, and ethical behavior.

If these standards are not met, the administration and/or coach may limit practice/game time. When it is deemed necessary, the coach and/or administrator may choose to release/remove the student from the team.

ELIGIBILITY

Eligibility is based on a weekly grade and on good citizenship. Eligibility is not cumulative week to week. A student whose performance or behavior is substandard in a class for the week will receive sanctions from participating in the sporting events for the following week. Teachers will turn in their eligibility list by Thursday after school. Students will be notified on Friday afternoon if they are ineligible for the following week. The week will start on Monday and run through Saturday.

A student who is marked down in one class for failure to meet the weekly requirements will be out for one contest. A student who has been marked down in two classes will be ineligible for the entire week. Students are expected to make up the work that was the cause for the mark down.

A student who has received an In School or Out of School suspension will not be allowed to participate in the next available contest for that sports season.

SPORTSMANSHIP

An important outcome of the sports program is to develop among students and athletes a sense of sportsmanship. It is an admirable quality to win with dignity and to lose with dignity. Each participant from each school should be shown respect for their efforts on the field or on the court. Officials will be given the same measure of respect for their efforts. Players, coaches, students, parents and fans will be expected to demonstrate proper and appropriate behavior at all contests. The expected standards of conduct will be upheld by the game administrator per district guidelines. Violators will be addressed in accordance with the guidelines. Practices are closed to parents and visitors.

ACTIVITY TRANSPORTATION GUIDELINES

Students will travel in transportation provided by the district for the contests. Students may ride with their parents after the game or contest. The parent must sign out the student with the coach at the game site. A student may ride with someone other than the parent if the student and parent make pre-arrangements with the principal and provides to the office with the necessary paperwork. The paperwork must be turned into the office or to the coach before the activity.

DISCIPLINE POLICIES

It is the intent of the School Board of Education to provide a safe, quality learning environment for students so that students can perform at their best. It is the goal at BMS that students develop self responsibility and accountability for their behavior and their choices. The staff would like to work closely with students and parents to help achieve these goals.

DISTRICT CODE OF CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in the school building, on school grounds, in school vehicles, or during a school sponsored activity and in certain cases when the behavior occurs off of school property and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools.

1. Willful destruction or defacing of school or private property, or causing or attempting to cause damage to school property or private property.
2. Stealing or attempting to steal school or private property.
3. Causing or attempting to cause physical injury to another person.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be *mandatory* in accordance with state law except for commission of third degree assault.
5. Violation of any criminal law which has an immediate effect on the school or the general safety or welfare of students or staff.
6. Violation of district or building regulations, policies or procedures.
7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be *mandatory* for carrying, bringing using or possessing a dangerous weapon without the authorization of the school or district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
8. Violation of the district's alcohol use and drug abuse

policy. Expulsion shall be *mandatory* for sale of drugs or controlled substances, in accordance with state law.

9. Violation of the district's violent and aggressive behavior policy.
10. Violation of the district's tobacco-free schools policy.
11. Violation of the district's policy on sexual harassment.
12. Violation of district's gang policy.
13. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
14. Directing profanity, vulgar language or obscene gestures towards other students, school personnel, or visitors to the school.
15. Engaging in verbal abuse such as name calling, racial or ethnic slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
16. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects or services of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
17. Lying or giving false information to a school employee, verbally or in writing.
18. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
19. Continued willful disobedience or open persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
20. Behavior on or off school grounds that is detrimental to the welfare or safety of students or school personnel.
21. Repeated interference with the school's ability to provide educational opportunities for others.
22. Engaging in hazing activities or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
23. Violation of the district's dress code policy.
24. Violation of the district's policy on student expression.
25. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
26. Violation of the district's computer use agreements.

The district discipline code policies will be posted in the building in a prominent place. A copy of these policies will be available to any member of the public upon request.

HABITUALLY DISRUPTIVE DEFINITION

According to state law, a habitually disruptive student is a child who has been suspended off campus two times in

the course of one school year. Before the student is considered as habitually disruptive, a remediating plan will be put in place identifying problem areas and areas for improvement in cooperation with the parent/guardian. The plan will be developed after the second out-of-school suspension.

Once a student has been identified as habitually disruptive, the next violation with a consequence of another out-of-school suspension will be cause for the scheduling of an expulsion hearing with the superintendent of schools which is to include the student and the parent/guardian.

BULLYING/HARASSMENT

In order to establish a safe and inviting environment for all our students, it is important to ensure that students demonstrate proper respect for one another. Students must come to a school that is free of any bullying or harassing behavior. Bullying and acts of harassment will not be tolerated. Physical and verbal intimidation and threats are not permitted. Name calling, teasing, gossiping, spreading falsehoods and pitting students against one another are not permitted. Notes passed from student to student that contain derogatory comments or other statements of an offending nature are not permitted. Inappropriate language, comments, and/or contact of a sexual nature are not permitted. Racial or ethnic slurs and jokes are not permitted. Any other negative comments that demean a person's status or beliefs are not permitted.

Students who violate these policies will be subject to intervention and/or disciplinary action. The school will take a pro-active approach by providing counseling and/or mediation strategies to address problems. Students who feel that they are being harassed, intimidated, or put in a situation that makes it a problem for her/him to feel safe at school should report the problem to a staff member as soon as possible.

BMS DISCIPLINE CODE

The discipline code for the building is divided into three levels. The levels differ in the degree of the offense and the consequence for violating school rules. Students are required to be familiar with all school rules and follow all directives of any staff member. Listed below are the violations and their consequences:

Level I

Consequences will include: verbal warnings, formal written warnings, loss of recess time at lunch, removal from class for the period, or after school detention.

Violations include but are not limited to:

1. Classroom misconduct, not being prepared, being tardy, disruptive behavior, not being on task, copying, not following directions, bringing food or drink without permission, failure to follow standards of conduct for substitute teachers, marking on desks or equipment, or any other class rule established by the teacher.

2. Playground misconduct, playing too roughly, being outside of designated areas for lunch, eating on playground, throwing trash, tackling, tripping, wrestling, shoving, kicking, inappropriate use of playground equipment.
3. Cafeteria misconduct, cutting in line, throwing food, leaving a mess, failure to place trays and utensils in proper place, being too loud, pushing and shoving.
4. Dress code violations.
5. Inappropriate language and teasing.
6. Failure to adhere to bus rules.
7. Hall misconduct such as not having hall pass, running, roughhousing, being too loud, wasting time while out of class, marking/hitting lockers, horseplay in bathrooms and locker rooms.
8. Violation of phone policy.
9. Unauthorized usage or possession of cell phones, pagers, and any other communication device.
10. Inappropriate displays of affection such as hugging, holding hands and kissing.

Level II

Consequences will include: multiple after-school detentions, in-school suspension, or out-of-school suspension depending upon the nature and severity of the act and previous discipline history. Violations include, but are not limited to:

1. Truancy/ditching school or class.
2. Physical assault on another student, fighting.
3. Vulgar and/or obscene language or gestures directed at another person.
4. Physical or verbal intimidation of other students.
5. "Mooning," "flashing," or depantsing students.
6. Directing racial, ethnic slurs at another person.
7. Verbal, physical, and/or sexual harassment. Malicious gossiping and language that is inciting.
8. Scholastic dishonesty. Blatant plagiarism.
9. Displaying blatant disrespect to school personnel and other adults.
10. Willful disobedience of authority.
11. Acts of theft, vandalism, graffiti and defacing school and/or private property.
12. Refusal to serve after school detention.
13. Repeated Level I violations.
14. Actions endangering the safety of self and others, such as, recklessly throwing or shooting objects, at another person, spit wads, snowballs, rocks, pencils or pens, pointing lasers at any person or any other object. Also, actions that result in injury that are deliberate or reckless in nature.
15. Possession of tobacco or tobacco products, lighters and/or matches. Verified use of tobacco products on campus, on the bus, or at school activities.

Level III

The consequence for a violation at this level will be an automatic out-of-school suspension. In some cases expulsion is mandatory. Violations include but are not limited to:

1. Use, sale, possession of alcohol or illegal drugs.
2. Inappropriate use of prescription drugs or medications and/or distribution of any chemical-altering substance.
3. Violations of state law.
4. Violation of District Weapon's Policy.
5. Sexual assault upon another person.
6. Threatening or assaulting any school personnel.
7. Malicious threat or attack against another student.

LUNCH DETENTION

For Level I violations, the teacher may give a student verbal and/or written warnings for a first offense. If a violation of the code persists, the teacher may assign a lunch detention. Lunch detention will be served with the assigning teacher. The next level of consequence if the student fails to follow code is to be assigned an after-school detention.

AFTER SCHOOL DETENTION

Detention will be held after school from 3:25 p.m. to 4:30 p.m. Detentions will be held on Mondays and Wednesdays. Arrangements to serve other than on these days must be made with the principal. Parents will receive written notification of the detention and the date it is to be served from the student. Students are required to take discipline notice and have it signed by the parent and the student is to return it to the teacher who assigned the detention. Students will need to make arrangements for transportation from school to home. Students who miss a detention will serve two detentions. Students who refuse to serve detention will fall under Level II code and will serve an In-school Suspension.

Students who do not adhere to all the standards of the detention will re-serve the detention. Students will be required to fill out the detention forms properly and appropriately. In some cases, a student may be assigned a work detail by the principal as a consequence in lieu of being assigned into the detention room.

IN-SCHOOL SUSPENSION

Student who are given an in-school suspension will spend the day in the office time out room. Students are to bring their lunch. Students will be given work to do during the course of the day. Failure to do all assigned work will result in another in-school suspension being served. There is no reduction in grade for work done during the in-school suspension. Parents will be notified in writing or by phone of this consequence. In the case of fighting or other situation that may warrant an immediate isolation of the student, the student will be placed in the time out room and

the parent informed later. Students or parents who refuse the use of the time out room will result in the student being sent home as an out of school suspension. An out of school suspension will result when a student has been recommend for a third in-school suspension. This is a repeated violation of Level II policies.

OUT-OF-SCHOOL SUSPENSION

A student who receives an out-of-school suspension will be prohibited from being on school grounds or property during the time of the suspension. He/she will not be allowed at any school activity. Parents/guardians will be called by the child to inform the parent of the consequence and will make arrangements with the parent/guardian to be picked up. If contact cannot be made, the student will be isolated from the other students for the rest of the day.

In some cases, a parent may come to school with their child in lieu of the student being out of school. Arrangements must be made with the approval of administrator. Out-of-school suspensions will be part of the habitual disruptive definition. Students will receive a 15% reduction in grade and the absence will be considered unexcused. It is a requirement to have a contact with the parent when an out-of-school suspension has been assigned.

STUDENT REMOVAL FROM THE CLASSROOM

A teacher is authorized to immediately remove a student from the classroom if the student's behavior violates the code of conduct adopted by the School Board; is dangerous, unruly or disruptive; or seriously interferes with the ability of the teacher to teach the class to other students. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from the class can be for formal or informal reasons. An informal removal is generally considered to be a "time out" for a short period of time with the student to be allowed to return to classes later in the same day. A formal removal from class requires that the teacher follow procedures for getting the student to the office of the principal and informing the administrator the reason for the removal. The administrator will notify the student's parents that the child has been removed from class. The administrator will specify to the parent the reason for the removal, the duration of the removal, and the class student has been removed. The parents have the opportunity to attend a conference with the teacher regarding the removal if it is desired. In removal situation, the office time out rooms will be used.

STUDENT INTERROGATIONS

When a violation of school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parents/guardians. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact will be made

with the student's family. Any interrogation with a student will be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story.

When law enforcement officials request permission to question a student who are in school or at a school activity, the principal shall ascertain that the law enforcement officer has proper identification. Interrogations will be discouraged during class time unless there is an emergency or exigent circumstance. A school official shall be present during the interrogation. Parents will be notified about the interrogation except in cases regarding abuse. Parents will be present if the student is under the age of 18 unless the parents agree to not be present.

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to a release. The school will make reasonable efforts to notify the student's parent/guardian.

DISTRICT POLICIES

Staff Personal Security and Safety

Offenses against school employees:

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student, to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the administration and the School Board by delivering the complaint to the building principal/supervisor and the superintendent's office.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent or principal shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the appropriate law enforcement agency or officers who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each

student and posted in each school building.

Communication of disciplinary information to teachers/counselors:

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other

Promotion and Retention

The district shall promote pupils only at the end of the school year. In case of children who enter from systems where semi-annual admission and promotion are used, those who have thus finished half a grade when admitted to Bayfield School District 10 JT-R shall be placed in the same grade; however, if it later appears they should be placed in the succeeding or preceding grade, a change may be effected.

A teacher may recommend that a child be retained if he or she has not reached minimum competencies, as determined by the teacher, which would allow the child to progress satisfactorily to the next grade or class. The final decision will be made by the teacher and principal after consultation with the parent.

The teacher involved will ask for a conference with the parents and suggest that the child be retained for one or more of several reasons, such as the child is not sufficiently mature socially, or emotionally. The final decision will be made by the teacher, principal and the parent. In cases of a provisional promotion, a review shall be made within the first 30 school days in the following school year, and if the maturity and achievement are found satisfactory, the child may continue at normal grade level or class.

Notwithstanding the above, the decision as to the placement of a student with disabilities shall be made in accordance with the individuals with Disabilities Education Improvement Act and Colorado's Exceptional Children's Educational Act.

When retention, non-continuation, or non-graduation, is being considered, the parent shall be notified by certified mail no later than April 15 or by the middle of the fourth quarter.

When a senior student does not qualify to graduate, the parents shall be notified personally, by the principal and by certified mail immediately following completion of final examinations, or as soon as known.

Student Absences and Excuses

One criterion of a student's success in school is regular and punctual attendance. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Absences may lead to poor academic work, lack of social development and possible academic failure.

In accordance with state law, it is the obligation of

every parent/guardian to ensure that every child under such parent's care and supervision receives adequate education and training, and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have a good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to earn full credit: (1) satisfy all academic requirements, and (2) exhibit good attendance habits as stated in this policy.

Excused Absences

Any absence authorized by the principal or school attendance officer:

Absence caused by temporary illness, injury or non-emergency medical and dental appointments. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

1. Absence for an extended period of time due to physical, mental or emotional disability.
2. Absence due to religious observances generally recognized by an established and bona fide religious organization.
3. Absence due to family emergency or hardship.
4. Absence due to work study programs under the school's supervision.
5. Absence due to attendance at any school-sponsored activity or activities of an educational nature with advance approval by the administration.
6. Absence required by a legal body, court, juvenile authorities or police.
7. In addition, juniors and seniors will be allowed an extra two (2) days per year for college visits. The college visit days must be approved by Building Administration.
8. Any other reason specified by state law.

School sponsored trips shall be considered excused absences.

Unexcused Absences

Any unexcused absence is an absence not authorized by principal or school attendance officer including suspensions or expulsions. Absences due to suspension or expulsion shall not be counted in making a declaration of habitually truant. Excessive unexcused absences may lead to truancy. (See Policy JHB).

Prearranged Work

Class/homework for anticipated long term absences (three or more days) should be prearranged with the teachers. Prearranged work completed and turned in upon return from the absence will receive full credit. Prearranged work not turned in upon return will be treated as regular make-up work but will only receive 85% percent credit.

Excessive Absences

For purposes of this policy, an "absence" is the accumulation of any and all classes or periods for which a student is not present on any school day.

Excessive unexcused absences, more than six days per school year or three or more days per semester for the high school shall be addressed by school personnel. Appropriate intervening action shall be taken. The school district may file a truancy case in juvenile court against any student who has incurred three or more unexcused absences in any semester.

Attendance policy shall be published in the student handbook. Because school attendance is a component of education in the school district, school administrators, and teachers may impose academic penalties, as well as disciplinary consequences, for unexcused absences. Students and parents/guardians are responsible for reading the student handbook and knowing that unexcused absences may have academic, disciplinary, and/or legal consequences.

Make-up Work

Make up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class.

All make-up assignments shall be completed within the number of school days missed plus one for a maximum of six school days. The student will receive one hundred percent credit for all make-up work for all excused absences.

Students with unexcused absences shall receive 85% percent credit for class work missed; however, they shall be held responsible for knowledge and completion of class work covered during the time of their absence.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Appropriate intervening actions shall be taken with three or more unexcused tardies.

Extenuating Circumstances

Extenuating circumstances will be handled on a case-by-case basis by the building principal and teacher(s).

Drug and Alcohol Use by Students

Bayfield School District 10 Jt-R shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol,

drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services, or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Student Use of Electronic Communication Devices

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, electronic communication devices include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers communication to the possessor (e.g., Blackberry, Palm Pilot, etc...)

Students may carry electronic communication

devices but these devices must be turned off inside school buildings, on school buses, at school sponsored activities and on field trips. In these locations, electronic communication devices may be used only during emergencies. For purposes of this policy, "emergency" shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device.

The first offense may be resolved by a telephone conference between the parent/guardian and school personnel. The second offense and subsequent offenses requires a personal conference between the parent/guardian, student, and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate.

The district shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school property.

Nondiscrimination and Equal Opportunity

In compliance with Titles VI and VII of the Civil Rights of 1964, Title X of the education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado law, Bayfield School District 10 Jt-R does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital status, disability, or handicap in admissions, access to treatment, or employment in educational programs or activities which it operates.

Grievance procedures for Title IX and Section 504 have been established for students, parents, and employees. The following person has been identified as the designated employee to coordinate compliance activities for the district. Specific complaints of alleged discrimination under Section 504 or the ADA (handicap/disability) should be referred to:

Superintendent or Designee
24 Clover Drive
Bayfield, Colorado 81122
970-884-2496

Specific complaints of alleged discrimination under Title IX (sex) should be referred to:

Superintendent or Designee
24 Clover Drive
Bayfield, Colorado 81122
970-884-2496

Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, 80204.

Nondiscrimination on the Basis of Handicap/Disability

1. Designation of responsible employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with the Section 504 the Rehabilitation Act and the Americans with Disability Act (ADA).

The designee, the district's Section 504 and ADA compliance officer shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Section 504 and ADA and all pertinent regulations, including the development of all necessary procedures and regulations.

The Section 504 and ADA compliance officer shall annually notify all students and employees of the district regarding the district's policy and grievance procedures and or his/her name or title, office, address and telephone number. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

2. Grievance procedure

All students and employees shall have a ready means of resolving any claim of discrimination on the basis of handicap or disability in the educational programs or activities of the district.

In the event of a student or employee believes that there has been a violation of Section 504 or the ADA, he or she shall mail or deliver to the Section 504 and ADA compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity, the individuals involved and the dates, times and locations. (See sample form on district web site at www.bayfield.k12.co.us)

Within two regular district work days of receiving the statement, the Section 504 and ADA compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested.

The Section 504 and ADA compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the superintendent his/her findings and recommendations regarding resolution of the matter within 14 regular district work days of the initial meeting with the person making the statement. The matter shall be reported to the Board at its next regular meeting for its review and action if it deems further action necessary. If the student or employee is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board.

A complaint may also be made to the Office of Civil Rights at any time before or during the district's grievance procedures at:

The Office of Civil Rights
U.S. Department of Education, Region VIII
Federal Office Building
1244 North Speer Boulevard, Suite 310
Denver, Colorado, 80204

3. Dissemination of policy

The superintendent shall notify applicants for admission, students, parent/guardians sources of referral of

applicants for admission, employees and applicants for employment that it does not discriminate on the basis of handicap or disability in the educational programs or activities which it operates and that it is required by Section 504 and the ADA not to discriminate in such a manner required by law or regulation.

Tobacco-Free Schools

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:

a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to building used primarily as residences, i.e. teacherages.

b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.

c. All vehicles used by the district for transporting student, staff, visitors or other persons.

2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.

3. "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Exemptions: Pursuant to state law no exemption shall be granted pursuant to this policy. Any previously granted exemption became invalid July 1, 1999.

Student Conduct on Buses

Riding a school bus to and from school is a privilege and not a right. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct, both at bus stops and on board buses. Students who do not abide by the bus rules shall be dealt with as necessary to protect the welfare and safety of all bus passengers.

The bus driver always shall be in charge of the bus. Rules and regulations, whether written or verbally issued by the driver, must be followed at all times. Parents/guardians may assist by reviewing the rules with their children and insisting that children comply with the school bus regulations.

Drivers are instructed to report any infraction of the regulations to the transportation director. Disregard for the bus driver's verbal directions will be reported to the school principal and the parents/guardians by use of a bus conduct report.

A student who receives three bus conduct reports shall be deprived of transportation privileges following conferences with parents/guardians and school officials. In the event of an infraction of serious nature, a student may be deprived of transportation privileges even though it may be his or her first infraction. Conferences will be held with the parent/guardian and the principal.

In the event that the infraction is severe in nature, the transportation director may request the school counselor meet with the student and give an assessment as to the student's willingness or ability to abide by bus regulations. Parents/guardians will be asked to attend this assessment.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Right and Privacy Act (20 U.S.C. -1232G;cfr Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their child's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible student to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without

consent, to the following parties or under the following conditions (34 CFR-99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, with a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260 3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Bayfield Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Bayfield Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bayfield Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child's role in a play;
- The yearbook;
- The Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational

agencies (LEAs) receiving assistance and the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Bayfield Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, 2009. The Bayfield Schools has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
- Participation in officially recognized sports or activity
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- The most recent educational agency or institution attended.

Weapons At School

The Bayfield Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, on or at designated bus stops, or at any school-sponsored activity is prohibited. A student may seek prior written authorization from the building principal 48 hours prior to bringing or possessing a facsimile of a dangerous weapon that could reasonably be mistaken for an actual dangerous weapon on school property for purposes of a school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to bring or possess a facsimile of a dangerous weapon that could be reasonably be mistaken for an actual dangerous weapon on school property shall be final.

If a student discovers that he or she has carried, brought, or in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory unless such expulsion is mandatory by State or Federal Law.

As used in the policy a "dangerous weapon" means:

1. A firearm whether loaded or unloaded, as defined by State and Federal law;
2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
3. Any fixed blade knife or a spring loaded knife or a pocket knife or box cutter;
4. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used by the student to inflict death or serious bodily injury; or designed to inflict serious bodily injury or death, regardless of the student's intent.

The length of the expulsion pursuant to this policy shall be for a period of not less than one year, except that the Superintendent may modify such expulsion in writing on a case by case basis for a shorter time period.

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law. School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement including any student who has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it. In accordance with applicable federal law, school personnel shall contact law enforcement regarding any student who brings a firearm or weapon to or on school district property and shall refer to law enforcement as necessary about how to properly dispose of the firearm or weapon or return it to its owner.

Student with Food Allergies

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth the following requirements.

Health Care Plan: The school nurse, or school administrator in consultation with the school nurse, shall develop and implement a health care plan for each student with a diagnosis of a potentially life threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Reasonable Accommodations: Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance to federal law, the student's 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to Emergency Medication: Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy JLCD, Administration of Medications.

Staff Training: The principal or equivalent school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day. At a minimum, the training shall prepare staff to have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine

NON-DISCRIMINATION CLAUSE

Bayfield Middle School is an equal opportunity institution and will not discriminate on the basis of race, color, creed, national origin, sex, age, and handicapping condition in its activities, programs, enforcement of policies, or employment practices as required by Title VI, Title VII, Title IX and Sec. 504.

CHANGES TO HANDBOOK

New policies and/or procedures may be added at any time according to need and with School Board approval. Students and parents will be informed when a change has been made to policies governing Bayfield Middle School.

SCHOOL ACCOUNTABILITY COMMITTEE

The middle school welcomes any parent or community member to serve on the school accountability committee otherwise known as BMSAAC. The purpose of the committee is to serve as an advisory committee for the school principal and staff as the school develops policies, budgets, and programs. The parents who serve on the committee fulfill an important role in providing a well rounded point of view as decisions are made. The committee meets one time per month. Any parent who interested in being a committee member need only to call the office or attend the meetings. The meeting dates and times are put on the website and in newsletters.