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0100

Definitions

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Michigan. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

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Due Process

Procedural due process requires prior knowledge actual or implied, notice of offense (accusation), and the opportunity to respond.

Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board

Authorized number of voting members entitled to govern the District.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents, or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will be considered to have equal access to records and rights regarding the student's education absent a court order restricting such rights.

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Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0150)

Superintendent/ Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. He/She acts as the chief executive officer of the School District. Responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. They are responsible for the supervision of the school Consistent with Board policies and directives, the Superintendent/Principal may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0150)

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Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. Responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Treasurer

The chief financial officer of the District. (See Bylaw 0150)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0150)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes.

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The Role of the Board of Education

The Board derives its authority from the citizens of the Beaver Island School District, determined at the Organizational Meeting. Meeting dates are determined at said meeting. Special Meetings of the Board may be called at the request of any of its members, through its President, whenever such special meeting is deemed advisable. Only such business will be transacted at a special meeting as is specifically stated in the call except that, if all members are present, then, by unanimous consent, other regular business may be transacted. All meetings of the board are open to the public except those closed permitted by the Open Meetings Act.

It is the responsibility of the Board of Education to:

1. Interpret the educational needs of the Beaver Island Community School.
2. Develop policies, in accordance with the law and in accordance with the educational needs of the school district.
3. Select the principal of the school and guide him/her in the performance of his/her duties.
4. Evaluate and act upon the nominations of personnel as presented by the superintendent and principal.
5. Adopt the annual budget with the assistance of the principle and his/her staff.
6. Evaluate and pass upon recommendations for additional capital outlays (buildings, sites, improvements), and to determine the means of financing such outlays.
7. Determine the salaries and salary schedule of all employees after consultation with the superintendent and negotiations with the Beaver Island Education Association.
8. Keep the citizens intelligently informed of the purpose, value, conditions, an needs of education in the school district.
9. Evaluate annually the performance of the principle.

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10. Delegate the executive function of the school district to the principle who shall be charged with the responsibility of devising ways and means of administering efficiently the educational policies adopted by the Board.

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0130

Functions

0130.1

Legislative

The board is responsible for the development of bylaws and policy and for the employment of an administrator who shall carry out the board's policies through the development and implementation of regulations.

0130.2

Educational Planning and Appraisal

The board is responsible for acquiring and requiring reliable information from responsible sources which shall enable it to make the best possible decisions about the scope and nature of the educational program. The board is responsible for requiring appraisals of the results of the educational program.

0130.3

Staffing and Appraisal

The board is responsible for employing an administrator of schools and the staff necessary for carrying out the instructional program, for establishing salaries and salary schedules and other terms and conditions of employment, and for establishing personnel policies district-wide in application. The board is responsible for appraising the effectiveness of its administrator by providing for his/her annual evaluation.

0130.4

Financial Resources

The board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable the district to carry out the educational program. The board is responsible for exercising control over the finances of the district to assure proper use of and accounting for all district funds.

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0130.5

School Facilities

The board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing and disposing of properties, and for approving building plans that will support and enhance the educational program.

0130.6

Communication with the Public

The board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.

0130.7

Judicial

The board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve board policies and their fair implementation.

0130.8

Legal Powers

The board may exercise the above legal powers and duties only when convened in a legally constituted meeting.

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Membership

0141

Number

The Board of Education shall consist of seven (7) members

0142

Election/Appointment

0142.1

Electoral Process

The board shall be composed of seven (7) members serving four-year terms, following their election at the general November election in even-numbered years, in accordance with state law, except that Board members appointed to fill a vacancy shall hold office until the position can be filled by the District's electors, for the balance of its unexpired term if any, at the next general election.

At each general November election in even-numbered years, members of the Board shall be elected to fill the positions of those whose terms will expire. The term of office of a Board member shall begin on January 1 following his/her election, or immediately upon Board appointment. The term of a board member shall end on December 31 of the year his/her term expires.

0142.2

Term

0142.3

Oath

0142.4

Vacancies

Should a vacancy occur on the board, the following procedure will be followed:

1. Notification of the vacancy will be published within five (5) days. Interested citizens will be encouraged to submit a letter of interest to the board.
2. Citizens having submitted a letter of interest will be interviewed by the board in open session.

The vacancy will be filled by majority vote of the board members at the next regularly scheduled board meeting.

0142.5

Recall/Removal

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0142.6 **Compensation**

Each member of the board shall receive compensation for their services as a member or as an officer in the amount of \$25.00 per regular or special school board meeting or committee meeting. A single meeting consists of 3 or less hours. If a meeting extends beyond that time the member of the board shall have the option to record and receive payment for multiple meetings.

0142.7 **Reimbursement for Expenses**

Board members shall be reimbursed for actual and necessary expenses incurred because of attendance at Board-approved workshops, seminars, conferences, or conventions. To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the business office for processing.

Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable unless such persons would otherwise be entitled to reimbursement as conference attendees or employees of the district.

There shall be no reimbursement for the purchase of any alcohol, tobacco or personal products or services.

0143 **Attendance**

Regular attendance at school board meetings is important in maintaining continuity in decision-making. Whenever possible each board member shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. The Superintendent shall ensure that appropriate technology is available to allow remote attendance by board members who are out of district.

0144 **District Memberships**

Beaver Island Community School will, as budget allocations permit, secure annual memberships in the following organization(s):

1. Michigan Association of School Boards
2. Northern Michigan Schools Legislative Association
3. Other organizations or association through which the district may derive benefit.

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Organization

0151

Organizational Meeting

- A. The board shall be organized and elect officers at its first meeting in January. The board shall adopt a regular meeting schedule by a vote of a majority of the members at the organizational meeting. There shall be posted at the main office of the board, and other appropriate places, a notice of the schedule of meetings within ten days after the organizational meeting. The notice, and all public notices of meetings, shall include the name, address and telephone number of the board and the date, time and place of the meetings. The board shall by resolution designate a person responsible for posting of notices.
- B. Other official action such as designating signatories for accounts, designation of depositories, appointing representatives for federal and state requirements, delegation of election duties, and other necessary annual appointments will be made at this meeting when possible.

0152

Officers

- A. Officers shall be elected at the annual organizational meeting in January. They shall be President, Vice-President, Treasurer and Secretary. Each officer shall be elected by a majority of the members on the board present and voting. Each officer shall perform the legal duties of the office, and such other functions as are designated by the Board of Education.
- B. Should a vacancy in office occur, the office will be filled at the next regular meeting by majority vote of the members.
 - a. President - The president shall preside at all meetings. He/she may annually appoint all committees and shall act as a legal representative through official board action.
 - b. Vice-President - The vice-president shall perform the duties of the president in the absence of the president.
 - c. Treasurer - The treasurer shall receive, hold in custody, and expend all funds as directed by the board. The treasurer will be bonded as required by statute. The aforementioned duties may be delegated.
 - d. Secretary - The secretary shall be responsible for the keeping of records of all meetings, posting all legal notices and preparing all legal documents. The aforementioned duties may be delegated. Also, the secretary shall sign all legal documents and perform such other duties as may be prescribed.

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0152.1 **Term of Office**

The length of term for the offices of president, vice-president, secretary and treasurer shall be from the board's January organizational meeting to the next following board organizational meeting.

0152.2 **Removal of Officers**

Any officer of the board may be removed for cause by a vote of two-thirds of the members.

0153 **Motions**

0154 **Committees**

- A. Standing or ad hoc committees appointed by the board which are by resolution directed to exercise any of the board's "governmental or proprietary function" shall be considered a public body and shall meet all the requirements of holding open meetings, giving public notice, taking minutes and the conducting of meetings.
- B. Committees or subcommittees established for the purpose of developing recommendations for subsequent board action or to serve in an advisory capacity to the board shall not be considered a public body.
- C. All recommendations from such committees shall be thoroughly discussed and aired by the board prior to any action by the board.
- D. No committee shall be composed of a quorum of the board.
 - 1. Committee: Finance - Review the proposed budget and make changes as needed. Review finance issues as needed.
 - 2. Committee: Policy - Develop policies as needed. Review current policies and recommend needed changes.
 - 3. Committee: Curriculum and School Improvement - Review proposals for new or substantially changed courses/programs and develop recommendations per the Curriculum Decision Making Process. Review curriculum related issues and develop recommendations as appropriate. Recommend needed in-service and professional development activities.
 - 4. Committee: Building & Site - Consider facility needs and make recommendations to the board. Ensure that a facility plan is in place for the future.
 - 5. Committee: Policy & Personnel - Review personnel issues as needed.

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Meetings

0161

Quorum

1. A majority of the members of the board shall constitute a quorum.
2. A majority of the members elect is required to approve a motion.

0162

Call

0162.1

Regular Meeting

Regular Meetings shall be held at the Beaver Island Community School, unless otherwise determined by the board. The schedule of regular meetings or a regular meeting date may be changed at any meeting by a majority vote of the board.

0162.2

Special Meeting

Special Meeting of the board may be called by the President or by any other two members of the board by mailing a written notice to each member at least 72 hours before the time of the meeting, or by delivering the written notice to members personally, or by leaving the notice at each member's residence with a person of the household at least 24 hours before the meeting is to take place. Notice to the board members shall include the reason and/or the agenda for the meeting.

0162.3

Emergency Meeting

The board may meet in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public.

0162.4

Information/Work Study Sessions

Work sessions of the board shall be held as called by the President. Such sessions shall be open to the public and properly posted as Board meetings. No action by the Board shall be taken at such meetings.

0163

Notice

0163.1

Regular Meeting

Public notice of meeting schedule changes shall be posted within three days following the meeting at which the schedule is changed. Public notice of a

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change in a regular meeting date, time, or place, shall be posted at last eighteen hours prior to the meeting.

0163.2 **Special Meeting**

Public notice of special meetings shall be posted at the principal office of the board and at the appropriate place at least 18 hours prior to the convening of the meeting.

0164 Conduct

0164.1 **Rules of Order**

The rules of parliament procedure comprised in Robert's Rules of Order shall govern the board in its deliberations. Rules may be amended at any meeting by majority vote. The order for business may be suspended at any meeting by a majority vote to those present.

0164.2 **Limitations of Discussion**

The President shall stop any discussion which does not apply to the motion last made. He/she may also stop the discussion for a matter if the board has previously agreed to confide discussion to a definite period of time, and that period has been used up. Aside from such limitation, the President shall not interfere with debate as long as a member wishes to speak.

0164.3 **Voting**

1. Voting shall be by ayes and nays. Roll call votes may be called for at the discretion of the president or may be requested by any member.
2. Any vote for the purpose of calling a closed session shall be roll call vote.
3. Roll call votes shall be made in alphabetical order on a regular and consistent rotating basis.
4. All roll call votes shall be recorded and included in the minutes of the meeting.
5. Any member may abstain from voting for cause and may request his/her reason for abstaining be recorded in the minutes.
6. Any member may request an explanation of his/her vote be recorded in the minutes. In the rare event that a Board member has a right or obligation to abstain from voting, the Board member may have the privilege of explaining the reason for the abstention.

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0165 **Agenda**

0165.1 **Regular Meeting**

The agenda for a regular meeting shall be prepared by the Administrator with the advice of the President or by whomever the board designates and mailed or delivered to the members of the board and other interested parties at least 24 hours before the date of the meeting. Board members' agenda shall be accompanied by the unapproved minutes of regular meetings, those minutes of special meetings which are available, Administrator's recommendations, and other materials pertinent to items on the agenda or which may be useful to the members.

0165.2 **Special Meeting**

The agenda for a special meeting shall, time permitting, meet the requirements as to preparation and delivery as provided for regular meetings.

0166 **Citizen Participation**

1. The Board of Education shall welcome all visitors to the Board meetings and shall welcome input from the district's citizens.
2. Meetings of the Board of Education shall be open to the public.
3. All citizen communications to the Board of Education shall be addressed to the Board of Education.
4. The president shall allot a visitor, at the appropriate time, not more than five minutes unless the time is increased or decreased by a majority vote of the board.
5. There will be time for public input on the agenda for each meeting, typically not to exceed 30 minutes.

0167 **Minutes**

1. The secretary of the board shall be responsible for the keeping of the minutes. This duty may be delegated.
2. The minute shall include the date, time, place, members present, members absent, all decisions made at open meetings and the purpose for which closed sessions are called, all roll call votes and a reference to reports presented and items discussed when no action is taken.
3. Proposed and approved minutes of an open meeting of the board are public records open to public inspection.
4. Minutes of closed sessions shall not be made public except as specified by current law.

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5. Copies of proposed minutes of an open meeting shall be provided upon request to members within 8 business days of the meeting and copies of approved minutes within 5 business days of the meeting at which they were approved.

0168

Meetings with Superintendent

Any visits to the beaver Island Community School building by board members shall be for official school board business or for school-related activities as a parent or community member and that any interaction (other than chance social interaction) and/or meetings with the superintendent be prearranged with the superintendent's assistant and with the superintendent or board president's permission.

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Board Member Continuing Education

In recognition of the need for continuing in-service training for its members, the Board encourages all members to participate in school board association meetings and activities of area, state, and national levels, as well as activities of other educational organizations. Board members are encouraged to study and examine the materials received from these organizations.

To help board members develop an understanding of the educational program members of the professional staff or committee members will appear before the board from time to time to present and discuss new materials used in various areas of the curriculum and instruction.

Board members will be reimbursed for continuing education activities according to board policy GAN—Reimbursement for Expenses.

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Public Participation

At each meeting of the board, the president or the presiding board officer shall welcome all visitors to the board meeting.

The board president shall, at the appropriate time, ask those members of the public attending the board meeting if any of them have something to bring to the attention of the board. All those wishing to address the board shall be subject to the following procedural regulations:

- a) The public participation portion of the meeting shall be limited to one half hour. An exception can be made so that no one's right to address the board will be denied.
- b) Each person shall be allowed to speak for up to five minutes, except where the number of speakers exceeds the time limit. In those instances, the board president may either reduce the five-minute limit to a three-minute limit for each speaker or the board may waive the one half hour limit and establish a longer time.
- c) Each person wishing to address the board may identify themselves by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
- d) If a delegation is present to address the board, the delegation may select up to five representatives to speak on its behalf, for a total of not more than 15 minutes.
- e) All written statements should be given to the board secretary so that copies may be made available to all board members. All written statements and documents presented to the board by an individual or group during the meeting are considered public documents.
- f) Individuals addressing the board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a board member or district employee which are totally unrelated to the manner in which the board member or employee performs his or her duties. If the comments constitute a complaint against a board member or employee, the board member or employee has a right to request a closed hearing.
- g) Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the

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superintendent for investigation, study, and recommendation or designated as future agenda items for board consideration.

Complaints shall first be considered through proper channels before being considered but the board. The board shall not hear complaints at an open meeting about named district personnel unless the named person requests the board to hear the complaint at an open session

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Administration in Absence of Policy

When action must be taken and no guidelines have been provided for administrative action, the principle shall have the power to act. Such decision shall be subject to review by the board at its next regular meeting. It shall be the duty of the principle to notify the board of such action and to advise the board for needed policy.

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Policy Development and Adoption

The Board of Education recognizes that anyone may propose an issue to the Board or to the principal for policy development.

Four-sevenths of the Board members must agree by vote that an issue is worthy of consideration for policy development by the Policy Committee which shall be established annually by the Board.

The Policy Committee shall be composed of the principal, two board members, one student, and interested faculty. A chairperson shall be chosen by vote of the committee.

In developing policy, the Policy Committee shall endeavor to carefully examine the facts and reasons which will shape and form the content of the policy and to study information drawn from the administrative staff and such other competent and capable sources as may be available to the Board of Education. Every effort shall be made to secure input from all groups affected by a given policy during its formulation and prior to its adoption.

After careful consideration of an issue the Policy Committee shall present a recommended policy to the board. The recommended policy will be read and discussed at the second meeting; and presented for adoption at the third meeting following presentation.

Emergency Measure: In the event the board shall consider it is in the best interest of the school district to adopt or amend policy without conforming to the sequence noted above, it may do so by a four-sevenths vote of the members elected to and serving on the Board, provided, however, that if the policy affect any employee group or groups such groups shall be notified and given the opportunity to review and respond to reasons for such action.

Board policies shall be conveniently coded and arranged in a policy manual.

The current master agreement between the Board and the Beaver Island Education Association shall be a part of board policies.

The current Beaver Island Community School Student Handbook shall be considered a part of board policies.

The policy committee shall maintain an annual policy review schedule relying on school staff, students, and the community for providing evidence of the effectiveness of its policies.

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0211

Inquiries Pertaining to Superintendent's Job Performance, Contact, Benefits or other Matters

Any board member's request for information, concerns or questions relating to the superintendent's contract, benefits, job performance, or decision-making must be submitted in writing to the board of education's attention and not directly or indirectly submitted to the superintendent. The procedure is not intended to be a substitute for the evaluation process established by the board of education for the Superintendent but is intended to compliment, enhance and support the evaluation process.

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1100

Roles of the Principal

1. The principal shall be appointed by, and serve under the supervision of, the Board of Education. The Principal is the chief executive officer of the school district and shall delegate responsibilities to members of his/her staff in the manner he/she feels will be most beneficial to the operation of the school system. The principal of the school shall have the following responsibilities.
2. The administration of the Beaver Island Community School system in accordance with Michigan statutory law, requirements prescribed by the Michigan State Department of Education, and the adopted policies of the Board of Education.
3. The development of policies (according to policy BF) for the school system to be recommended to the Board of Education for adoption.
4. The development of the administrative techniques and practices for putting into effect the adopted policies of the Board of Education.
5. Organizing and administering public relations program for school in cooperation with the Board of Education.
6. Making recommendations to the Board of Education concerning the employment, promotion, dismissal, transfer, and retirements or all school employees under his/her supervision.
7. The management of the school plant and equipment.
8. The guidance, direction, and evaluation of personnel, projects, and programs of Beaver Island Community School District in conformance with the adopted programs of the Board of Education.
9. The administration and interpretation of the annual budget as approved by the Board of Education.
10. The attendance at all meetings of the Board of Education, except when his/her contract is under consideration.
11. The preparation of reports, except those handled by the Treasurer and Secretary
12. The preparation of comprehensive reports to the Board of Education concerning any aspects of the school program that the Board desires.
13. Assist in the management and preparation of the school budget.
14. Maintain active relationship with students and parents.
15. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field
16. Conducts meetings of the staff as necessary for the proper functioning of the school.

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17. Plans and supervises fire drills.
18. Any other duties assigned by the Board of Education which will be of assistance to the Board of fulfilling its legislative function to the school district.
19. The Principal is obligated to stay informed of the content of all committee meetings.

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1110

Purchasing

It is the general policy of the Board of Education that the purchase of all goods and services be at the lowest possible cost in the best interest of the School District.

Before placing a purchase order, the Superintendent or his/her designee shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District.

Purchasing of Supplies, Materials, or Equipment

Each year the State of Michigan informs the School of the legal amount for purchases which require a formal (sealed competitive) bidding process of a single item.

It is the policy of the Board that the Superintendent or his/her designee adhere to the following:

- A. Seek informal price quotations on purchases that are under \$5,000. Informal price quotations consist of written, verbal or published pricing.
- B. When the purchase of single items of supplies, materials, or equipment is in excess of \$5,000 but less than the amount allowed by State statute the Superintendent or his/her designee shall whenever possible, request three (3) competitive written price quotations.
- C. Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.
- D. Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L.A. 18.1263.
- E. Cooperative purchasing with other school districts or governmental agencies may be practiced whenever such practice is economical and/or desirable. Cooperative purchasing also pertains to what is commonly referred to as "Third Party Bids." Third Party bidding shall constitute a competitive bid.

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Sealed bids shall be opened by the Director of Fiscal Services in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the school;
- D. delivery terms;
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders

- A. which use a Michigan-based business as the primary contractor.
- B. which use one (1) or more Michigan-based business as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L.A. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- A. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- B. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

Contracts may be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than the State purchasing limit. **All other contracts require Board approval prior to purchase.**

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The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process.

The Superintendent or his/her designee is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent or his/her designee periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. opportunity be provided to as many responsible suppliers as possible to do business with the school;
- B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- C. upon the placement of a purchase order, the Superintendent or his/her designee shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

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School Mission

The staff of Beaver Island Community School accepts the responsibility and commitment to teach and motivate all students to attain their maximum intellectual, physical and social potential. We will instill the values of hard work, desire for lifelong learning, respect for self and others, and service to the school, local and global communities necessary to meet the needs of a rapidly changing world.

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2110

Athletics

2110.1

Philosophy

The mission of the Beaver Island Community School includes a commitment to teach and motivate all students to attain their maximum intellectual, physical and social potential. In carrying out that mission, the district provides a rigorous academic curriculum, opportunities for leadership, individual development, community service, and other extra-curricular activities. The district further provides the opportunity to promote the proper growth and development, increase physical fitness and motor skills, learn about teamwork and sportsmanship, and develop a positive sense of self-worth. The district has assumed the responsibility for meeting this need through physical education classes, intramural activities and interscholastic athletics.

At all times, the athletic program must be conducted in such a way as to justify it as an educational activity. Young people learn a great deal from participation in athletics. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics play an important part too in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps students and spectators, as well as participants, develop pride in their school.

The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living. We believe that the opportunity for participation in student-selected activities is a privilege which carries with it responsibility to the school, to the activity, to the student body, to the community and to the students themselves.

We believe that coaches shall have technical knowledge and shall through teaching and example, emphasize communication, respect for self and to others, self-discipline and hard work. The coaches shall be provided a copy of the school's athletic philosophy.

In carrying out this philosophy, the following guidelines for intramural and interscholastic athletics are established:

2110.2

Intermural Programs for K-12

An intramural program is an organized program in which teams compete with other teams within the school. The focus of the intramural program is to provide opportunities to learn skills and teamwork, to get exercise and to have fun. The intramural program is open to all interested students regardless of academic achievement.

Intramural sports in grades K-6 shall focus primarily on having fun and developing skills with more emphasis on teamwork than on winning. Intramural sports in grades 7-12 shall still have an emphasis on developing skills through a more competitive format. All girls and boys in grades 7-12 are encouraged to

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participate in this program which will be made up of teams which will play organized, refereed games after several practices. The only students who are not eligible for this program are those who are in "Social Review" because of poor behavior. Students involved in the intramural program do not need to have a physical on file but must have an emergency medical card on file along with a parental permission slip. Students participating in this program and who meet academic requirements may be requested to join interscholastic team if a need arises.

2110.3 Interscholastic Programs for 9-12

An interscholastic program is one in which a school team competes against teams from other school. Interscholastic sports are, by their very nature, competitive. IN our case, we typically compete with other teams in the Northern Lights League: Mackinac Island, Grand Maris, Paradise, and Hannaville. The interscholastic athletic program shall strive for playing excellence that will produce winning teams through the development of teamwork and sportsmanship. All 9-12 grade girls and boys who meet academic eligibility requirements and have satisfactory behavior are encourages to try out for this program in which they would compete against teams in the Northern Lights League. As part of their regular practice schedule these players would also compete within the intramural program.

The number of athletes kept on the interscholastic team will be determined by the principal, in consultation with the coach. Ideal team sizes for various sports are: Soccer (24), Volleyball (14), Basketball (12) and Track (10). Selecting the members of the interscholastic squads from those high school students who are interested and academically eligible is the sole responsibility of the coach based on the following criteria:

- Player's attitude
- Player's commitment to practice
- Player's commitment to team; and
- Player's ability and skill

Additionally, each candidate shall:

- Have competed in a try-out period of at least five practice sessions;
- Have performed in at least one intramural game; and
- Be personally informed of their selection or cut, and the reason for the action by the coach.

If there are not enough interested and eligible 9-12 grade students to meet the ideal team size, the principal in consultation with the coach shall decide whether or not to bring up eighth grade students. All interested and eligible eighth graders would be moved up or none would be moved up. If there still are not enough players, seventh graders would be moved up.

In keeping the philosophy of providing opportunity for the greatest participation possible, the coach will be expected to play as many athletes as possible in each contest. Athletes can maximize their own playing time by putting forth their best effort in terms of attitude, commitment to practice, commitment to team and development of

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ability and skill. Once the team size has been determined, and even if that team includes 8th and/or 7th graders, all team members shall be considered full members of the team except in terms of travel priority. High school players on the team have travel priority over junior high school players. If junior high school students are part of the team, the coach shall be expected to divide travel time among them on a rotation basis.

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Parent involvement in the School Program

The Beaver Island Community School works cooperatively with the Michigan Compensatory Education Department to insure that the remedial education needs of Title I students are met.

It is required that consultation with parents of Title 1 students and teachers be ongoing so that parents have an adequate opportunity to participate in the design and implementation of the Title 1 program. Thus, Beaver Island Community School will:

- Notify each child's parent(s)/guardian(s) in a timely manner that the child qualifies to participate in the Title 1 program.
- Establish ongoing conferences between individual parents and teachers to report the child's progress and develop and monitor specific learning objectives for each child.
- Provide suggestions, materials and training to parents to help promote the education of their child(ren) at home and at school.
- Allow the scheduling of conferences as determined jointly by both the teacher and parent.

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Independent Study/Remote Access Classes

The Beaver Island Board of education is aware that the high school curriculum in the Beaver Island Community School offers a limited number of electives. It is because of this that the Board has invested in the P.A.C.E. (Providing Academics Cost Effectively) program which will allow students and others to participate in classes usually not offered as part of the Beaver Island Community School both interactive and non-interactive television courses. In addition to the P.A.C.E. program, the district also offers students an opportunity to take correspondence courses from accredited correspondence schools.

Beaver Island Community School high school students have the opportunity, based upon scheduled class period availability, to take either interactive or non-interactive television or independent study courses under the following conditions:

1. Beaver Island Community School participates in the program or courses that the student wishes to take.
2. If a student wished to take an elective course that is not offered in our curriculum, the course will be offered at no charge to the student.
3. A student may take a course to make up credit due to the failure of a required course curriculum. All make-up courses must be approved by the principal and must be paid for by the student.
4. All half credit high school correspondence courses must be completed during a 20 week period of time, which begins upon receipt of the materials.
5. All full credit high school correspondence courses must be completed during a 40 week period of time, which begins upon receipt of the materials.
6. All college credit courses and/or television courses must be completed within the time specified by the college or the instructor.
7. Any course not completed within the specified period of time will result in a grade of "F" being entered on the student's transcript and no credit earned.
8. Any college credit course may at the option of the student, be indicated as "Credit Earned" or "No Credit Earned" and may have the grade averaged as part of his/her cumulative high school grade

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point average. If successfully completed, a college course will count as $\frac{1}{2}$ credits for one semester's work as one credit for two semester's work. Length of course shall be determined by an independent study monitor.

9. A student who chooses not to complete any of the previously mentioned courses, with the exception of college credit course, or courses paid for by the student, will have that course considered as not completed within the specified time and would have the grade of "F" entered on his/her high school transcript with no credit earned.

Non-registered students, adult community members, and/or organizations wishing to take advantage of the above mentioned programs will be required to pay the entire cost of the course in advance of the first class meeting or in advance of receipt of any course materials. None of these classes shall interfere with the normal schedule of the school nor replace any previously scheduled school activity.

This policy does not supersede the contractual requirements of the Board for professional development-it complements them.

Release time from Normal Classes- Each student attending high school classes would normally attend between the hours of 8:30a.m. – 3:00 p.m. with a 40 minute lunch period. If, while enrolled in an interactive or interactive TV course, the schedule of that class causes the student to be in school prior to or after a normal school day, that student may negotiate the privilege of release time during regular scheduled school day with the Principal.

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Curriculum Development

The Beaver Island Community School shall endeavor to offer a comprehensive program to meet the needs of the individual students. It shall be the responsibility of the principal, in cooperation with the Curriculum Committee, to make recommendations to the board of education regarding the development and improvement of the curriculum.

It shall be the responsibility of the principal to initiate and maintain in a continual study for the improvement of the curriculum within the building.

To this end, a curriculum committee shall be established which shall consist of the principal, two board members, interested seniors and faculty. A chairperson shall be chosen by vote of the committee. In an effort to keep the curriculum meaningful and current to meet the daily needs of students, the curriculum committee shall meet monthly during the school year. Always in the process of change, the programs must be student-society centered and balanced to provide opportunities for all students.

All meetings of this curriculum committee shall be open to attendance of other faculty members and interested parties.

All new programs and courses of study will be subject to the approval of the board of education, as well as the elimination of programs and courses and extensive alteration in content. All new textbooks will also be subject to the approval of the board of education. All curriculum proposals from the Curriculum Committee shall be presented through the principal. The principal may assign or require further information and study on such proposals prior to making his/her recommendations.

The committee shall maintain a three-year plan detailing its goals in relation to: planning/administration activities; professional development; curriculum review; curriculum areas for investigation; and evaluation of curriculum.

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Sex Education

The Beaver Island Community School Board:

- I. Recognizes the need for a comprehensive sex education program in the Beaver Island Community School
- II. Establishes a program:
 - A. In the elementary grades to be taught by the regular classroom teacher
 - B. In the secondary level to be taught by a certified instructor.
- III. Directs that the program be initiated for grades K-12.
- IV. Authorizes the members of the Curriculum Committee to be involved in the program planning, staff selection, and program evaluation. Program evaluation should take place after the first year of implementation and every three years thereafter.
- V. Recognizes the rights of parents. Each year the parent(s) or guardian(s) of each student should be made aware of the curriculum to be presented that year and will have the option of his or her child's participation in any particular section of the curriculum.

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Special Education Policy

The Beaver Island Community School Board:

- I. Recognizes that there are children in the community who require special education services to assist them in achieving their potentials. In all cases the needs of the individual child will be the determining factor in the educational services provided.
- II. Recognizes that the Charlevoix-Emmett Intermediate School District is responsible for diagnosis, teacher consultation and other services as required by law.
- III. Authorizes that members of the Curriculum Committee, through yearly evaluations and services provided, be involved in the program planning, establishment of goals, staff selection and program implementation.
- IV. Accepts that the following are basic to the implementation and maintenance of the program:
 - A. For teachers who have Special Education students the following year:
 1. Consultation with the diagnostic team.
 2. Regular consultant time throughout the year.
 3. Attendance at relevant workshops.
 - B. Access to professional journals and library
 - C. Access to necessary materials.
- V. The Board recognizes that adoption of this policy represents a financial commitment.

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Field Trips

2170.1

Regular Field Trips

It is the policy of the Board of Education to permit educational field trips to supplement regular classroom work. All such trips must be approved by the Principal. All trips exceeding two nights require approval from the Board of Education.

The attached "Request for Field Trip" form must be completed prior to the approval of any field trip. All overnight field trips require the following paperwork to be completed: (a) trip itinerary; (b) parent/guardian permission slips; and (c) Consent for Emergency Treatment forms. At least one adult female and one adult male will accompany co-ed overnight field trips unless waived by written parental permission. The teacher must submit a written evaluation of all field trips within five calendar days after the completion of the trip to the principal.

All trips require parent permission forms signed and on file at the school.

All school rules are in effect on field trips unless specifically stated otherwise.

2170.2

Field Trips Beyond 5 Days

- I. Requests shall be received by the school office no later than three months before the contemplated departure date.
- II. Requests shall be accompanied by evidence of compliance with the following:
 - A. The submission of a statement of waiver which exempts the Board of Education from financial responsibility, except those district funds which are authorized by the building principal
 - B. A policy of insurance which provides adequate protection to participating students, school employees, and volunteers in cases of illness and/or accident as well as liability insurance which fully protects the Board of Education, school employees, volunteers, and students in planning and implementing all phases of the trip.
 - C. The provision of insurance covering the value of district equipment which is used by the group while outside of the school district.
 - D. The submission of a plan for fund raising activities, for the accounting of the funds, and for the return of the funds if not used for the purpose specified by the contributors.

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- III. The following conditions must be met at least thirty days prior to the date of departure, unless otherwise authorized (in writing) by the Principal.
 - A. All funds needed for the trip must be deposited with the district.
 - B. For those going on the trip, all parent/guardian permission and release slips must be signed and must be in the Principal's possession.
 - C. The teacher in charge of the trip assumes full responsibility that the students will be reasonably chaperoned.
 - D. A final copy of the itinerary and identity of the chaperone has been given to the Principal.

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Student Retention and Failure

Before retention is instituted the following will be considered:

1. Other family members in the same class;
2. Maturity level of student in question; and
3. Possible summer school and/or tutoring to bring student to required competency level

The Board endorses the policy of Student Retention and Failure as provided by the faculty and principal.

To accommodate the possibility of student retention for lack of competency a policy of student retention and failure adopted by the faculty and administration of Beaver Island Community School is as follows:

1. Grades 1 through 4 must pass a reading test, except where disability is proved, in order to be passed on to the next grade level.
2. If a student exhibits a failing pattern in any of the hour classes of Mathematics, Reading, English, and Writing (a grade of "F" is considered failing) a conference will be held with parents, teacher and principal at the end of the marking period. IF a student shows a failing pattern in any of these classes in two progress report periods and evaluation will be made to document and isolate problems. This report will be discussed with the parent and remedial work will be initiated when possible.
3. Failure in one or more of the following will be reason to consider retaining a student in his/her grade level: Mathematics, Reading, English, and Writing. The following guidelines will be applied:
 - a. If a student fails one of these subjects the student will be passed conditionally to the next level in all other subjects.
 - b. The teacher should provide the parent with the specific concepts and/or competencies lacking.
 - c. If a student fails on of these subjects and evaluation should be imitated to determine capability in other subjects and the possibility of remedial help being effective or bringing student to grade level.
 - d. Administrative/faculty should have available tools for testing.
4. Grades one through eight must pass minimum competency examinations in Mathematics, English, Reading, and Writing to qualify for passing.

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5. If a high school student does not pass a class which is required for graduation it must be repeated or other arrangements made for meeting the requirement.
 - a. The principal will notify parents of a high school student's credit efficiency with return receipt requested certified letter.
 - b. A student must have the following credits to be recognized as:
 - i. Sophomore 5.5
 - ii. Junior 11.0
 - iii. Senior 16.5
 - iv. Graduate 21.5

Note: Averages for retention are determined per year for grades kindergarten through eight and by semester for grades nine through twelve.

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Graduation Requirements

Graduation requirements are as follows, beginning with the incoming freshman of the 1995-96 school years:

4 Years Social Studies.....	4 credits
(Including U.S. Government)	
4 Years English.....	4 credits
4 years Mathematics.....	4 credits
4 Years of Science.....	4 credits
Computers.....	½ credit
Word Processing.....	½ credit
Careers.....	½ credit
Health.....	½ credit
(Including AIDS Education)	
Physical Education.....	½ credits

Total Requirements	18 ½ credits
Electives	3 credits
Graduation Requirements	21 ½ credits*

*A total of 24 credits are possible.

Graduation requirements for special education students shall be determined by the students Individualized Educational Plan

Any deviation from the general education requirements must be determined by the end of the student's sophomore year.

Any of all courses may be modifies to meet individual student needs as defined in the Individualized Education Plan by the Individualized Educational Planning Committee Meeting.

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2200

Grading

The Board of Education recognizes its responsibility for providing a reliable system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade.

The purpose of the grading (and reporting) system is to promote a process of continuous evaluation of student performance, to inform the student, his/her parents, and his/her counselor, and to provide a basis for bringing about continuous improvement in student achievement.

High school students, through approval of their parent(s)/guardian(s), teachers, and counselor, may request to take courses each semester with a Credit/No Credit option.

Each teacher shall inform students and parent(s)/guardian(s) of the grading system for the year.

Students eligible for Dual Enrollment shall be provided with notice of eligibility.

The Superintendent shall develop appropriate administrative procedures to deal with requests for Dual Enrollment.

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2210

Valedictorian/Salutatorian Selection and Class Ranking

2210.1

Transfer Credit

To be considered for valedictorian or salutatorian honors incoming transfer students must have earned no less than 9 credits, or the equivalent of 3 semesters of credit at Beaver Island Community School. Grades earned at non-accredited schools, which would include home schooling, shall not be used in determining Grade Point Average, or Valedictorian/Salutatorian.

2210.2

Honors Criteria for Seniors

The following rules will apply to the designation as class Valedictorian and

Salutatorian:

1. Cumulative Grade Point Average will be computed and rounded off to two (2) decimal places.
2. The student(s) that holds the highest cumulative Grade Point Average (GPA) at the end of the 7th semester will be named class Valedictorian. The GPA must be at least 3.5 to be considered class Valedictorian. GPA will be monitored during the 3rd marking period and reconfirmed at the end of the third marking period.
3. The student(s) that holds the second highest cumulative Grade Point Average at the end of the 7th semester will be named class Salutatorian. The GPA must be at least 3.25 to be considered class Salutatorian. GPA will be monitored during the 3rd marking period and reconfirmed at the end of the third marking period.

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4. All students who hold the top Grade Point Average will be recognized as Valedictorians and will be invited to deliver a Valedictory speech at Commencement.
5. All students who hold the second highest Grade Point Average will be recognized as Salutatorian and will be invited to deliver a Salutatory speech at Commencement.

All seniors whose 7th semester high school Grade Point Average is 3.75 or above will be awarded highest honors – Summa Cum Laude; seniors whose GPA is 3.5 to 3.74 will be awarded high honors – Magna Cum Laude; and seniors whose GPA is 3.25 to 3.49 will be awarded honors – Cum Laude. All seniors who earn honors will be recognized both in person and in the printed programs for the Awards Ceremony, at Commencement, and will receive any special medals, certificates, etc. reserved for these honors.

2210.3

Class Ranking

Seniors will be ranked in order of cumulative GPA for college admissions purposes. This will be calculated at the end of the sixth semester, at the end of the seventh semester and upon completion of the senior year.

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2220

Technology Acceptable Use & Internet Safety Guidelines

SCOPE

The acceptable use of information resources, information technology, and networks in Beaver Island Community School applies to all members (employees, students and others) of Beaver Island Community School community, whether at a physical Beaver Island Community School site or elsewhere and refers to all information resources, whether individually controlled or shared, stand alone or networked.

RATIONALE AND DEFINITION

Bringing computer resources and the Internet into the classroom promotes innovation and educational excellence, and breathes new life and excitement into the educational experience.

To the extent practical, Beaver Island Community School has implemented technology protection measures to block or filter inappropriate material or other unauthorized forms of electronic communication out of the school setting. Specifically, as required by the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)] blocking shall be applied to visual/audio depictions of material deemed obscene or child pornography, unlawful activity, or to any other material deemed harmful to anyone. However, there is no guarantee that users will not find a way to access inappropriate material or misuse their time on the Internet.

Beaver Island Community School has created and implemented Acceptable Use Guidelines, or AUG. This AUG is a written agreement outlining the terms and conditions of computer, network, and Internet use. It specifically sets out acceptable and unacceptable uses, and indicates rules of behavior and access privileges. Also covered are penalties for violations of the guideline, including security violations and vandalism to the system. Everyone using the District's computers, networks, and Internet connection will be apprised of the AUG. Additionally, it will be required that all staff using a computer, network, and/or Internet connection will, agree to and sign an AUG. This AUG will be kept on electronic file as a legal, binding document.

All students will have network/internet access at school, unless a parent/guardian notifies the school in writing that they do not want their student to have access at school.

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1. Due to quickly changing technology, new rules may be invoked as the district deems necessary.
2. Check with staff or building administrator if there are any questions.
3. Students do not have a reasonable expectation of privacy in his/her use of the District's Network or any part of it. Administration reserves the right to monitor all student network/internet activity.
4. All students will be provided an account name and password.
5. The district library and the community center also provide Internet access for those that have lost the privilege at school.

Network Rules:

To ensure a safe, reliable, and efficient network for student use, the following rules have been established:

- Computers, printers, internet and network supplies may only be used for educational purposes, as needed to accomplish class assignments
- Users may log in only under their own name for network/Internet usage.
- Personal e-mail and personal research of an appropriate nature may be accessed at lunch, but only with staff permission and presence.
- Chat rooms, Instant Messaging or ICQ files are off-limits.
- No games may be played on the computers in the classrooms or in the computer labs.
- Users may only download files with staff's permission as needed to accomplish class assignments.
- No program downloads of any kind at any time.
- No tampering with any of the established settings of the network hardware or software.

Consequences for Violating Network Rules:

Students will be referred to the office upon making the choice to violate this policy. An administrator will meet with the student to process appropriate consequences.

Depending upon the violation consequences may include but are not limited to:

1. extended loss of network/Internet privileges
2. suspension from school, and if warranted recommendation to the Board for expulsion
3. referral to appropriate law enforcement authorities
4. confiscation of inappropriate materials
5. financial restitution for any unauthorized expenses or damages
6. the school may provide stand-alone computers for students who choose not to follow the rules.

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Transmission of material in violation of any state or federal regulation is prohibited.

This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene or any unlawful material, and material protected by trade secret. Use of the network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the network for illegal activities is prohibited.

Beaver Island Community School is not liable for lost, damaged or unavailable information due to technical or other difficulties; and is not responsible for what users do or the information they access. Any violation of the Acceptable Use Policy and/or this Internet Use Agreement may jeopardize student access privileges and certain such violations may constitute criminal offenses. Any violation of this agreement may lead to access privileges being suspended or revoked, disciplinary action, including being dropped from class and academic dishonesty penalties up to and including possible expulsion may result, and in some cases appropriate legal action may be taken against the student.

Parent/Guardian – If the applicant is under the age of 18, a parent/guardian signature is required for the student to have access to the internet. On the last page of this handbook is a parent and student signature sheet which must be signed in order for the student to have access to the internet.

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2230

Nondiscrimination and Access to Equal Opportunity

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based on any legally protected interest; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of any legally protected interest-or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of any legally protected interest in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. District Support

ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

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E. Student Evaluation

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of any legally protected interest.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The Superintendent, or appointee, shall act as the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a

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student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

The Superintendent shall develop administrative guidelines as needed for the proper implementation of this policy.

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3100

Drug Free Workplace: Employees

The No Child Left Behind Act of 2001 requires that public school employees must be made aware that the use of illicit drugs and the unlawful possession and the use of alcohol is wrong and harmful. Accordingly, the following policy is adopted by the Board of Education of Beaver Island Community School:

1. Members of the staff may not manufacture, create, possess, deliver or be under the influence of any substance in the form of alcoholic beverage, tobacco, drugs, inhalants, look-alike drugs, synthetics, performance enhancing drugs, or paraphernalia. Detection of any member of the staff involved in such an act in the school building, on school grounds, or at any school function, will result in disciplinary action by the school administration. This administrative action can include suspension from their employment position, school activities, and school services. It may also include a report to local law enforcement agencies, and a recommendation to the school board for further disciplinary action e.g. termination of employment or substance use assessment and/or counseling. Members of the staff will be expected to follow through on recommendations of substance use assessment and/or counseling.
- II. Information concerning drug and alcohol counseling as well as rehabilitation and re-entry programs will be made available by the school principal. Below is a brief list of helpful agencies and organizations:
 - A. Bay Area Substance Education Services (BASES)
 - B. Harbor Hall Outpatient Services
 - C. Northern Michigan Hospital Community Health Education Center
 - D. Women's Resource Center
 - E. Munson Alcohol & Drug Treatment Center
- III. A copy of this policy will be distributed to school employees after each board revision or review.
- IV. To assure continuous compliance with the No Child Left Behind Act, the school district is required to review its program every other year:
 - A. to determine the program's effectiveness and implement changes to the program if they are needed, and;
 - B. to ensure that the disciplinary sanctions are consistently enforced.

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3110

Early Retirement

Employees who meet the following conditions and wish to pursue early retirement incentives may submit a written request to the principal:

1. Must be eligible for retirement under the Michigan Public School Employees Retirement System (MPSERS) and must have made an application to the MPSERS.
2. Must have been employed by the Beaver Island Community School for a minimum for ten years and have a total of 25 years of credited service with MPSERS.

The principal and school board personnel committee will make recommendations to the board regarding incentives to be considered.

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3120

Teacher Qualification and Employment

According to current contract between Beaver Island Community School Board of Education and Beaver Island Education Association- MEA-NEA Contractual Agreement.

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3130

Evaluation of Teachers

According to current contract between Beaver Island Community School Board of Education and Beaver Island Education Association- MEA- NEA- Contractual Agreement.

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3140

Layoff and Recall Procedure

According to current contract between Beaver Island Community School Board of Education and Beaver Island Education Association- MEA- NEA- Contractual Agreement.

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3150

Privacy Protections of Fully Insured Group Health Plans

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

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4100

Student Credit from Other Schools

Beaver Island Community School shall accept all credits from accredited schools including public school academies and private schools. Students from non-accredited institutions seeking admission shall follow this procedure:

At the elementary level (K-8) a meeting shall be held with the parent(s), teacher, and administrator, to determine appropriate grade level placement. The student may be requested to complete competency tests as proved by the district.

At the Secondary Level a meeting shall be help with the parents, students, and administrator to discuss transfer of grades. The student may be requested to complete competency tests as required by the district. At this initial meeting the student's graduation requirements shall be defined.

Placement may be conditional based upon evaluation of performance following a compete marking period.

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4110

Pupil Residency

Beaver Island Community School is maintained for the primary benefit of the residents of the district. A student will not normally be admitted to the district who is under suspension or expulsion from another district or who has voluntarily withdrawn from school in another district due to poor academic performance or for disciplinary reasons.

The administrator shall ascertain that all students who apply for admission to the school are legal residents of the district. Legal residency means that the student is living with a parent or legal guardian within the district boundaries or living with a relative to provide a suitable home. A student living with a relative must file power of attorney papers to prior enrollment.

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4120

Release of Student during the School Day

At the time of school enrollment and admission, the building principal, enrolling officer, or designee must complete the student's permanent record form which shall identify the student's legal name and the name, address and telephone number of the student's lawful custodian(s)

Before releasing a student during the school day, the building principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal shall require identification to his/her satisfaction before such release. If there is doubt, he/she may refuse to grant the release.

In the case of a written or verbal authorization by lawful custodian of record, the principal shall verify to his/her satisfaction the message as being from the lawful custodian of record by return of phone call or any other means at his/her disposal. If there is doubt, he/she may refuse to grant the release.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian becomes apparent and is verified to the satisfaction of the principal, such change shall immediately be entered on the student's permanent record.

The school will not be involved in the coordination of either physical or telephone parent/child visitations.

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4130

Weapons

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

Each student subject to expulsion shall have their situation reviewed by the superintendent/building principal on a case by case basis. The board reserves to itself the authority to expel students.

The policy statement is the board's assurance that the district is in compliance with both PL 103.382 and MCL- 380.1311.

A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon and disciplinarily action will be taken.

A student using a weapon in a fight or altercation, or threatening another person with a dangerous weapon will be administratively judged to be a danger to others and elf and will be subject to disciplinary action as outlined in the Code of Student Conduct.

A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action as specified by the Code of Student Conduct.

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4140

Graduation Ceremony

Reinforcing its mission and goals to instill the desire for lifelong learning and respect for self and others, the Beaver Island Community School Board ensures that all students who complete the state and local requirements for receiving a high school diploma or equivalency degree shall be honored at a single annual graduation ceremony.

Although the Beaver Island Community School recognizes the need to encourage inspiring non-religious statements at graduation ceremonies, prayer, as such, shall not be part of the graduation ceremonies.

It shall be the responsibility of the principal to make all arrangements for the graduation ceremony and to keep the board informed of the plans for the ceremony as they progress. The principal shall meet by April 1st of each year with those students and parents of those students who are likely eligible for graduation to discuss responsibilities and desires for the ceremony.

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4150

Drug Free School: Students

The No Child Left Behind Act of 2001 requires that public school students must be made aware that the use of illicit drugs and the unlawful possession and the use of alcohol is wrong and harmful. Accordingly, the following policy is adopted by the Board of Education of Beaver Island Community School:

- I. Beaver Island Community School District supports a caring, nurturing, healthy environment for each of its students – and toward that end – it provides substance abuse education to promote healthy behavior and to help the students become aware of the harmful effects of alcohol and drugs.
- II. Students of the school community may not manufacture, create, possess, deliver or be under the influence of any substance in the form of alcoholic beverage, tobacco, illegal drugs, inhalants, look-alike drugs, synthetics, performance enhancing drugs, or paraphernalia. Detection of any student involved in such an act in the school building, on school grounds, or at any school function will result in disciplinary action up to and including expulsion and referral to the police for prosecution in accordance with the district’s “Student Code of Conduct” and “Athletic” policies.
- III. Disciplinary action can include suspension from school services, organizations, and activities. Disciplinary action will always include a report to the student’s parents or guardians, and a recommendation for immediate drug use assessment or counseling. Students will be expected to follow through on recommendations of substance use assessment and/or counseling. The expense of the assessment or counseling is the responsibility of the student/parent.
- IV. Information concerning drug and alcohol counseling as well as rehabilitation and re-entry programs will be made available to students and families on an annual basis. It will include information on referral agencies, costs, and means of making contacts with such organizations as: Bay Area Substance Education Services (BASES); Harbor Hall Adolescent Outpatient Services; Northern Michigan Hospital Community Health Education Center; Women’s Resource Center; and Munson Alcohol & Drug Treatment Center.
- V. In compliance with the No Child Left Behind Act the school district reviews its program biennially:
 - A. to determine the program’s effectiveness and to implement changes in the program if needed; and,

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- B. to ensure that the disciplinary sanctions are consistently enforced.

- VI. In accordance with Federal and State law, the Board hereby establishes a “Drug-Free Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

- VII. Any prescribed or over-the-counter medication brought to the school must be kept in the school office.

- VIII. Periodic, general inspections of lockers, desks and other school property may be conducted by school authorities for any reason, at any time, without notice, without student consent, without parent consent and without a search warrant. Periodic use of drug dogs may be scheduled by the administrator.

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4160

Wireless/ Electronic Communication

The advancement of technology has provided many new ways for individuals to communicate with one another. These electronic communications include social networking sites, instant messaging, text-messaging, e-mailing and photo-sharing, among others. Additional methods of electronic communication can be anticipated as the technology continues to evolve.

However, use of such technology must be approached with caution by School District employees. Given the nature of the communications, there is a significant potential both for inappropriate use and for alleged inappropriate use. To protect staff and students, the following staff guidelines are established:

- A. Staff electronic communications with students should be for educational purposes only, and should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited. When the administration determines, in its judgment, that there is reason to believe that an employee has communicated with a student in an inappropriate manner, the employee, if requested, will be required to provide access to the specific communication(s) in question. Employees are expected to cooperate fully during any investigatory process relating to the communications with students. Records within the District's control may be reviewed periodically to assure that this policy is being complied with. These may include Internet logs, cell phone records, or other similar documentation.
- B. Staff electronic communications with other employees should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited.
- C. Staff use of wireless communication devices for personal business should only happen during planning and/or lunch with the exception that the staff member has a special health circumstance (e.g., an ill family member, or his/her own special health condition).

Questions regarding acceptable electronic communications or unwelcomed electronic communications from someone associated with the District should be submitted to the building Principal/Superintendent.

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Student Use of Electronic Devices

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities, and at school-related functions, provided that during school hours the WCDs are powered off (not just placed into vibrate or silent mode) and stored in a locker or where instructed by the teacher except during lunch in designated areas. Use of WCDs during lunch in designated areas is granted assuming such use conforms to school policy.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

1. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
2. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a classroom lecture, writing papers) with the teacher’s permission and supervision.

Students are prohibited from using WCDs to capture, record or transmit the words and

images of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or picture of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person will have their WCD confiscated. The use of WCDs in locker rooms or bathrooms is prohibited.

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No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Bullying Policy. Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student and/or student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by school staff will be marked in a removable manner with the student's name and held in the office until it is retrieved by the student or the student's parent. WCDs in School custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with the law. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A staff member who discovers a student in possession of or using a WCD in violation of the policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of the WCDs. The school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

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4170

Emergency Removal, Suspension and Expulsion for Non-Special Education Students

4170.1

Suspension from School

For extremely severe or frequent disciplinary actions, a student will be subject to suspension or expulsion from school. The Superintendent/Principal or another District official designated by the superintendent/principal may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- Gross misdemeanor, willful violation of or persistent disobedience of any published regulation for student conduct (Code of Student Conduct) authorized, adopted or approved by the Board, or,
- Possession of a weapon that constitutes a dangerous weapon in a weapon free school zone, or,
- Commission of arson in a school building or on school grounds, or,
- Commission of criminal sexual conduct in a school building or on school grounds, or,
- Any other willful misconduct that substantially disrupts, impedes, or interferes with the operation of any school including disobedience of an order of a teacher, police officer, school security officer or other school authority, which substantially impinges upon or invades the rights of others.

Suspensions

A suspension may be for a “short-term” of up to ten school days, or for a “longer-term,” exceeding ten school days up to 180 school days. No short-term suspension by any school employee shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing, meaning, at minimum, the opportunity to reply to the charge. The notice may be oral or written and the hearing may be held immediately. The hearing may be informal, but shall include the following minimal procedural due process requirements:

- The rights of the student to be present at the hearing,
- The right of the student to be informed of the charges,
- The right of the student to be informed of the basis of the accusation,
- The right of the student to make statements in defense of the charges or accusations.

The student or the student’s parent(s)/guardian(s) shall be afforded due process for short-term suspensions. A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the

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operation of the school. If a student is suspended immediately, the student or the student's parent(s)/guardian(s) shall be afforded due process as soon as practical following the immediate suspension.

Suspensions by Teachers Class, Subject or Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy, or the Student Code of Conduct, or when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability effectively to teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

4170.2 **Expulsion from School**

"Expulsion" means a permanent and complete severance of the relationship between the student and the District. While the word "expulsion" or "expel" may appear, at times, in State of Michigan law or rules that refer to a period less than a permanent and complete severance of the District/student relationship, the term, for the purposes of this District, shall mean a permanent severance. No student may be expelled from the District either for a specific length of time or permanently, until an opportunity for a formal hearing before the Board has been afforded the student.

At the permanent expulsion hearing, the Board shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as recommended. After the presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4170.3 **Formal Hearing Process**

Written Notice

Written notice of the result of any hearing resulting in a long-term suspension or in a permanent expulsion shall be provided to the student and to his/her parent(s)/ guardian(s) within 24 hours after the determination.

Formal Hearing Procedure: Suspension and Expulsion

The formal hearing provided for in Board policy shall be conducted in accordance with the following procedures:

- The right of the student to have counsel of their own choice present and to receive the advice of counsel or other person the student may select,
- The right of the student's parent(s)/guardian(s) to be present at the hearing,

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- The right of the student and his/her counsel or advisor to hear or read a full report of testimony of witnesses against the student,
- The right of the student and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing,
- The right of the student to present his/her own witnesses,
- The right of the student to testify in his/her own behalf and give reasons for his/her conduct,
- The right of the student to have an orderly hearing, and
- The right of the student to a fair and impartial decision based on substantial evidence.

In these procedures, counsel means any person a student selects to represent and advise him/her at all proceedings conducted according to these procedures.

4170.4 **Appeals**

The student and parent(s)/guardian(s) may appeal to the Board or a Board appointed hearing officer a long-term suspension ordered by the Superintendent or a building level administrator.

Hearing Officer - The Board may appoint one or more hearing officers for purposes of hearing appeals made in cases of long-term suspensions. The hearing officer shall be a certified employee of the District.

Whenever a Board appointed hearing officer hears any appeal, a written report shall be provided the Board. After receiving the report, the Board shall determine the appeal with or without an additional hearing. Any appeal determination by the Board in accordance with this policy and administrative procedures shall be valid to the same extent as if the matter were fully heard by the Board without a hearing officer.

4170.5 **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

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4180

Anit-Bullying

The BICS Board of Education believes that a safe and civil environment in schools is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe and nurturing environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. It shall be the Principal's responsibility for ensuring the implementation of this policy. This policy will be publicized in school handbooks and on the school website. Annual training will occur for administrators, school employees, and volunteers who have significant contact with pupils in preventing, identifying, responding to, and reporting incidents of bullying

Bullying is purposeful and repeated action conducted by an individual or group and directed against an individual who cannot defend him/ herself in the situation. Bullying can take different forms:

- Verbal bullying: name calling, use of threatening or provocative language, etc;
- Psychological bullying: excluding an individual from group play, refusing to talk to or even acknowledge an individual;
- Physical bullying: hitting, kicking, grabbing an individual; taking or hiding another's property etc.
- Cyber bullying: using any form of electronics to carry out any of the above listed bullying behavior.

At BICS we acknowledge that bullying does happen from time to time; indeed, it would be unrealistic to claim that it does not. However, it is our aim to:

- Ensure that all children and adults within school have a common understanding of what bullying is;
- Minimize all forms of bullying;
- Communicate clearly to children and parents and staff the school's strong response;
- Stress that the whole school community acts together on this issue;
- Continually work to maintain a warm and harmonious atmosphere within school.

To minimize all forms of bullying the following steps will be taken:

- All allegations of bullying will be carefully investigated;
- Students, parents and staff will be encouraged to talk openly about the issue;
- As part of the curriculum, greater understanding of bullying in all its forms will be developed;

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- Children will be taught strategies to help them deal with bullying situations which they may encounter;
- Staff will respond calmly and consistently to allegations or incidents of bullying;
- The school will protect and support all parties during school / extracurricular time and on school premises while issues are resolved.

The following whole school strategies will be used to Minimize Bullying:

1. We will set up friendship stops where elementary students can go if they are not enjoying playtime;
2. A K-6 anti-bullying program will be taught by the school counsellor and reinforced by all school staff;
3. A 7-12 grade anti-bullying program will be established and reinforced by all school staff.
4. Classroom teachers will provide time for class discussion, e.g during circle time, dealing with friendship / playtime issues, when appropriate;
5. Peer support will be strongly emphasised: children will be taught how to effectively support a bullied child and how to resist “joining in” with bullying;
6. A school Anti-Bullying Code is in use, giving clear advice to children on what to do if you are a witness or a victim of bullying
 - if a student sees someone being bullied, they should:
 - DON'T rush over and take the bully on;
 - DO let a teacher or other staff member know;
 - DO try to be a friend to the person being bullied;
 - DON'T be made to join in;
 - DO try to help the bully stop bullying.
 - If you are a victim of bullying:
 - TELL a teacher or another adult in school;
 - Tell your family;
 - TAKE a friend with you if you are scared to tell someone by yourself;
 - KEEP telling people until someone listens;
 - DON'T blame yourself for what has happened.

How the School Responds To Specific Allegations of Bullying

1. Children will know who to talk to in the first instance. This will usually be their class teacher, but it could also be:
 - A peer
 - Another teacher known to them;
 - A Lunchtime or playground supervisor.
 - The children must be given every opportunity to report the bullying in the first instance, but it will be the class teacher who will follow up allegations. Therefore, any other adult in a position of responsibility should feed back to the class teacher as soon as possible.

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2. The class teacher takes steps to discuss the problem with students involved to establish the situation and talk through any issues. An early resolution is sought using these tactics. Teacher discretion is to be used to determine when to move to Step 4.
3. Both bullied and bullying parties and parents of both are informed that the situation is being monitored by the class teacher/s concerned. Teacher will record the incident.
4. If there is no improvement, or further bullying occurs, the parents of the bullying child or victim must be contacted in order to come into school to discuss the problem with the teacher and administrator and to make clear that a zero tolerance policy is being adhered to. As a result of the discussion clear expectation and consequences recorded as to:
 - Expected behavior and attitudes;
 - Where the bullying child should be at specific times of the day;
 - Who they should report to, and when;
 - Who they should keep away from;
 - What are the arrangements for beginning/ending lessons, lunchtimes, starting and ending day;
 - Individual circumstance will determine the precise arrangements to be made;
 - Whether there is a need for such consequences as social review, suspension, or referral to law enforcement;
 - The victim's family will be informed of the consequences as recorded.
5. Support is given to the bullying child to raise their self-esteem and develop appropriate social skills.
6. Support is given to the victim to reassure them that they are not at fault.

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Student Fund Raising Activities

Fund raising projects within and/or part of the Beaver Island Community School shall be governed by the following procedures for approval and execution:

- I. Emphasis whenever possible should be placed on service-type projects where talents of students are used in positive ways.
- II. There must be provided a clear definition of the use of the proceeds and the handling of funds.
- III. Participation by students and employees will be entirely voluntary
- IV. The activity should not imply that the Beaver Island Community School endorses any business or product.
- V. It should be understood that all grants (gifts or gratuities from sponsoring organizations) resulting from fund raising activities shall become the property of the Beaver Island Community School but remain under the control of the fund raising group.
- VI. Door-to-door solicitation shall be restricted to the attendance area of the sponsoring school. Family, friends or associates of the students are exempt. (Children in the kindergarten through sixth grade shall not be involved in door-to-door solicitation)
- VII. All students involved in door-to-door solicitation shall carry and present a fundraising form stating what group they represent within the school; who the group sponsor and the contact person is and their phone number; for much money the group needs for this project; what project they are raising funds for; and when the project shall take place.
- VIII. Application for fund raising projects must be made on the appropriate form and approval of all projects must be obtained from the building administrator. This form shall be filed prior to all fund raising projects; a second form shall be filed at the conclusion of all fund raising projects.
- IX. All fund raising activities shall be scheduled on a master calendar in the school and periodically published in a newsletter or other suitable publication. All fund raising projects should be approved on an annual basis.
- X. Proceeds should be used to enhance the students educationally.
- XI. The following schedule is recommended in limiting the number of fund raisers: Junior Class – ongoing; Booster Club (4); Student

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Council (3); Soccer, Volleyball, Basketball, Track and Cross-Country (2 each); Charitable (4)

- XII. Class or organization sponsors must assume the responsibility for supervising the project, accounting for funds, and making reports to the principal.

By June 30 of each year an activity report for each organization must be submitted to the principal's office. The activity report shall include opening and closing balances of organization's funds. The report shall also show total amount of deposits and an itemized list of expenditures.

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Searches on School Property

Searches of lockers, motorized vehicles and students shall be conducted under appropriate legal standards, to maintain the safety and security of students, teachers, guests, and school property.

Lockers: All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. Students are encouraged to use school-provided locks on their lockers and are prohibited from placing other locks on any locker without permission of the principal. The board authorizes the principal or designee to search lockers and locker contents at any time, without notice, and without parent(s)/guardian(s) or student consent. Random searches shall be conducted pursuant to a schedule established by the principal.

The principal or designee may request the assistance of law enforcement, or canine detection service, in conducting a locker search pursuant to state statute. In conducting a search, the privacy rights of the student regarding any items discovered that are neither illegal nor against school policy and rule, shall be respected. Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized.

Motorized Vehicles: Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or to the school in general. Random searches shall be conducted pursuant to a schedule established by the principal.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

Any illegal or unauthorized items found during a locker search or vehicle search deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

Firearms, Explosives, Dangerous weapons, Flammable material, Illegal controlled substances or controlled substances analogues or other intoxicants, Contraband, Poisons, and/or Stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items, or of items that must be reported to law enforcement under the

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Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker.

Students: Upon reasonable suspicion, and in order to protect the health, safety, or welfare of the students under school jurisdiction, the Principal, or designee, are authorized to search students. All searches shall be carried out in the presence of an adult witness. No strip searches shall be conducted by school authorities.

Law Enforcement Searches:

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists. No law enforcement officer may search any locker without a search warrant unless he/she has the consent of the building principal or designee and is accompanied by the principal or designated representative.

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Student Records

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

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records.

Any eligible parent/guardian or student who has reached the age of 18 may inspect the personnel records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of inspection.

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Student Dress Code

It is expected that all students appear at school neat in appearance. No coats, hats, caps, or other head gear may be worn in the building except when approved (Spirit Day). Blouses and shirts must have sleeves and should be buttoned at all times. Sunglasses, which are not prescription glasses, are not necessary and may not be worn. In addition, clothing which is too tight or revealing is not only uncomfortable but presents an un-groomed appearance and may not be worn. Sandals may be worn with the exception of during physical education or exterior activities. Shorts and skirts that do not extend to mid-thigh when standing naturally may not be worn. Halter-tops and spaghetti strap dresses are not considered proper school apparel. It is also considered inappropriate for the midriff to show. Students wearing clothing or jewelry with reference to sex, alcohol or drugs will be asked to go home and change with the time missed unexcused. Other dress and grooming code decisions are left to the discretion of the building administrator.

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Wellness

As required by law, the Board of Education establishes the following wellness policy for the Beaver Island Community School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
 1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
 3. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
 4. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
 5. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
 6. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
 7. **Nutrition Education**

Every year, all students, Pre-K - 12, shall receive nutrition education. Nutrition education that teaches the knowledge, skills and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered

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throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

8. **Nutrition Standards**

The District shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in Federal regulations. The District shall encourage students to make nutritious food choices.

The District shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. The District shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

The Superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

B. With regard to physical activity, the District shall:

The District shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity

Every year, all students, Pre-K - 12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

2. **Physical Activity**

- a. All students in grades 6 - 12 shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
- b. All students in grades 7 -12 shall have the opportunity to participate in interscholastic sports programs.
- c. All after-school programs shall provide developmentally appropriate physical activity for the students who participate.

C. With regard to other school-based activities the District shall:

1. The schools shall schedule mealtimes so there is minimum disruption by recess, and other special programs or events.
2. The school shall provide attractive, clean environments in which the students eat.
3. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
4. Students are discouraged from sharing their foods or beverages with one another during

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meal times, given concerns about allergies and other restrictions on some students' diets.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.
- F. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.
- G. All foods available on campus at any time shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.
- H. The school food service program may involve students, parents, staff, and school officials in the selection of competitive food items to be sold in the schools.
- I. All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- K. All food service personnel shall receive pre-service training in food service operations.
- L. Continuing professional development shall be provided for all staff of the food service program.

The Superintendent shall develop administrative guidelines necessary to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated by the principal of each school. The Board designates the Superintendent as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

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Implementation and Measurement

The Superintendent shall implement this policy and measure how well it is being managed and enforced. The Superintendent shall develop and implement administrative guidelines consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representative of the school food service program, School Board members, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The coordinated School Health Team will report to the Board at the January and June Board meetings each year.

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4240

Homeless Student

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. are awaiting foster care placement
- F. have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation

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such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students;
- E. school nutrition programs; and
- F. before- and after- school programs.

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

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At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school or origin as follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.

- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

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Public Review of Budget

The Board shall set a time and place for a public presentation of the budget as required by law.

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5110

Credit Card Policy

- I. Personal use of the school credit card is strictly prohibited/
- II. The two (2) credit cards possessed by the school shall be kept in the Principal's office.
- III. The school credit card may be used by school board members, administrator, teachers, and staff as approved by the principal
- IV. The credit card user will return the card and all reimbursable receipts to the Administrative Assistant upon return to the island.
- V. The credit card user will report a lost or stolen card immediately to the principal.
- VI. All bills will be reviewed by the Administrative Assistant and/or Principal.

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5120

Purchasing and Finance

1. The Principal had the authority to purchase or order labor and materials approved by the Board of Education, subject to the budget.
2. Purchase orders are to be made out for all expenditures.
3. All purchase orders are to be signed by the Principal.
4. At regular meetings of the board of Education purchasing made to that date will be reviewed by the Board of Education.
5. Expenditures exceeding \$1,000.00 require a minimum of two quotes, to be received prior to purchase.

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5130

Asset Capitalization

Beaver Island Community School shall gather, record, and capitalize all fixed assets with a current value of \$5,000.00 or greater and a useful life in excess of one year. The fixed asset management system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with the generally accepted accounting principles and adequate insurance coverage.

The fixed assets to be monitored shall be classified as follows:

1. Land
2. Buildings
3. Improvements other than Buildings (i.e. parking lots)
4. Machinery and Equipment (to include vehicles)
5. Construction in Progress

The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer and disposal of fixed assets as defined in this policy.

The following information shall be maintained for all fixed assets:

1. Asset Number
2. Description
3. Asset Classification (i.e., land, building, equipment, etc)
4. Location (site, building and room)
5. Date of Purchase
6. Purchase Price
7. Serial Number and Model Number
8. Estimated Life of Asset
9. Fund Number
10. Disposal or Trade-In of Asset

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Fund Balance

Fund balance measures the net financial resources available to finance expenditures of future periods. Fund balance is the difference between assets and liabilities reported in a governmental fund. The District's **Unassigned General Fund Balance** will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without unnecessary borrowing. The **Unassigned General Fund Balance** may only be appropriated by resolution of the Board of Education. It is recognized that it will not always be possible to avoid borrowing to provide cash flow.

Fund Balance of the District may be *committed* for a specific source by formal action of the Board of Education. Amendments or modification to the **Committed Fund Balance** must also be approved by formal action of the Board. **Committed Fund Balance** does not lapse at year end.

The Board of Education delegates authority to *assign* fund balance for a specific purpose to the Superintendent. **Assigned Fund Balance** does not lapse at year end.

Restricted Fund Balances are those amounts that can only be spent for the specific purposes stipulated by external resource providers.

Nonspendable Fund Balances include amounts that are not in a spendable form. Examples include inventory.

For purposes of fund balance classification, expenditures are to be spent from Restricted Fund Balance first (when appropriate), followed in order by Committed Fund Balance, Assigned Fund Balance and lastly, Unassigned Fund Balance.

The Board recognizes that good fiscal management comprises the foundational support of the entire District. It is generally recommended that governments, regardless of size, maintain an unrestricted fund balance equal to two months of either general fund operating revenues or expenditures. As those two amounts can be significantly different, it is the District's policy to measure fund balance on the basis of operating expenditures.

To make the foundational support of the District as effective as possible, the Board desires to maintain, in stable economic times, a fund balance of at least 15% of the District general fund annual operating expenditures

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At this time the Board intends to maintain a fund balance sufficient to avoid a determination by the state superintendent that 'probable financial stress' within the meaning of Public Act 4 of 2011 (the Local Government and School District Fiscal Responsibility Act) exists. In addition, it is the Board's intent to continue to make every effort to reduce structural inadequacies between operating revenues and expenditures as both operationally and programmatically practical to allow maintenance of at least a 15% fund balance. The Board shall annually review this provision in when budgeted operating expenditures exceed budgeted operating revenues.

An annual reporting of fund balances as classified in accordance with GASB 54 shall be as reported in the annual Audited Financial Statements of the District.

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Post Issuance Tax Compliance

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Investment of Funds

The superintendent is responsible for maximizing the interest earnings of the district. Such authorized investments will be restricted to:

1. bonds, bills or notes of the United States, or obligations the principal and interest of which are fully guaranteed by the United States Government;
2. certificates of deposit issued by any state or national bank organized and authorized to operate a bank in this state;
3. commercial paper rated prime at the time of purchase and maturing not more than 270 days from date of purchase;
4. certificates of deposit or share certificates of state or federal credit unions organized and authorized to operate in this state.

The superintendent, in determining the best investment, will combine three factors: (1) quality of commercial paper, (2) interest rate available, and (3) accessibility of funds on short notice. Only prime one or two commercial paper will be considered.

Consideration will also be given to the spread of interest rates between commercial paper and certificates of deposit (savings deposit receipts) issued by banks, savings and loans or credit unions. When appropriate, banks having accounts of the district, or those from whom the district has recently secured loans, will be given preference for the investment of funds.

The board also authorizes the superintendent to open passbook savings accounts for general fund monies to earn interest while not being used for operating purposes or invested otherwise. Such accounts will be used when the cash flow pattern does not permit the purchases of longer term investments or when the rate of return is comparable or greater than is available from other investments. The Superintendent, Senior Administrative Assistant, Board of Education President and/or Treasurer, are authorized to make deposits and withdrawals from this account.

Interest from investments will accrue to the fund from which the investment was made as determined by the board and permitted by current law. The superintendent will assume the responsibility of developing cash flow patterns for all funds in order to determine the availability of funds for investment.

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6100

Community Use of School Facilities

Beaver Island Community School has adapted the philosophy that schools belong to the community and to the community groups and organizations in which the majority of the members are residents of the Beaver Island School District. Such groups and organizations shall be permitted and encouraged to use the school facilities for worthwhile purposes when such does not interfere with the normal school programs. The original and primary use of the school building of the Beaver Island School shall be for the instruction and education of the children and residents in the Beaver Island Community School District. In most cases no fee will be charged for use of the facilities. Requests for use of the facilities for profit shall be subject to fees for expenses occurring due to the use of the facilities, such as: custodial fees, supervision costs and rental charges when deemed appropriate by the principal.

AVAILABILITY:

All applications for facilities are dependent upon the availability of the facilities. The school and its organizations have prior right to use all facilities. Any contract for use of school facilities may be revoked where use of the facility for school purposes has subsequently developed.

CONTRACT:

School facilities, other than for the regular BICS programs, may be used only upon completion of a "Request for Facilities Use" form. The form must be completed and signed by the applicant having authority to assume the responsibilities to which she/he is subscribing. Requests for Facilities Use forms are located in the school office and can be filed at least 7 days prior to the expected use. The completion of the form signed by both the applicant and the school constitutes a contract authorizing use of the school facilities according to the terms stated.

RULES AND REGULATIONS:

Admission: The organization requesting the use of the school facilities shall have control of those who may be admitted to the activity. Exceptions include school board members, school officials, and designated employees for administrative, supervisory, or custodial purposes. The applicant/organization is responsible for keeping those admitted under control and in the designated use area.

Equipment: The user shall set up all decorations, furnishings, and equipment provided by the Beaver Island School District. The user shall assume responsibility for the clean-up of debris and return of school property to its origin upon completion of the event.

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Use of classroom or kitchen supplies is strictly prohibited unless prior arrangements have been made to replace these items.

There shall be no installation of equipment or alterations to existing facilities or equipment by the user without the approval of school officials.
User shall obtain training in any audio/visual or electronic equipment prior to the event.

Use of school equipment outside of the building may happen at the discretion of the principal. Requests must be made 5 days in advance.

Smoking: The Beaver Island Community School District has adapted a NO SMOKING policy in ALL buildings on ALL properties at ALL functions.

Alcoholic Beverages/ Illegal Substances: Are strictly prohibited at any school function or independent function using the school facilities.

Bond/Insurance: The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to save harmless the school system from any expense or costs in connection with the use of the school facilities under this agreement The Beaver Island Community

School may require an applicant/organization to furnish a bond or certificate of Insurance to guarantee the conditions of this agreement or any liability incurred by it.

The user must agree to accept the responsibility to implement these rules and regulations for use of facilities of the Beaver Island Community School.

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Guest Speakers

The Beaver Island Community District believes that learning is promoted when students are presented with educational experiences that encourage critical thinking and the thoughtful consideration of the points of view of others. Recognizing that bringing speakers to students enriches the education of the students attending school in the District, the Board of Education welcomes and encourages the participation of guest speakers who possess knowledge, skills, or personal experience that will contribute to a discourse concerning educational, historical or civic matters. Parents and guardians of BICS students are encouraged to serve as guest speakers at both school-wide assemblies and in classrooms.

The presentation of a guest speaker provides an opportunity for students to develop appropriate and courteous audience habits. Discussions that may reveal or lead to differences of opinion that do not disrupt the educational environment will be honored and respected as discussions that are appropriately within the scope of civic discourse in public education.

The presence of a guest speaker in a school or at an event does not imply endorsement of the opinions and views expressed by the speaker.

The guest speaker shall provide an outline of the speech or planned remarks if it is so requested by the responsible employee(s). The responsible employee(s), in the exercise of their discretion, may offer advice or input regarding the speech or planned remarks.

Standards for Guest Speakers:

Guest Speakers shall:

- Present a topic or subject area that is appropriate to the age and maturity of the student audience to be addressed and relevant to the enhancement of the students' educational development.
- Try to develop an appreciation for a subject area, topic, culture, or viewpoint and encourage critical thinking.
- Not use language intended to promote hatred, bigotry or animosity between groups of people, or segments of society.
- Be advised that advocacy on behalf of or in opposition to candidates, campaigns, or ballot measures is prohibited under State law.

Guest Speakers at School-Wide Assemblies

School Site Administrators, in the exercise of their discretion, are authorized to conduct school-wide assemblies for the purposes of education and school morale.

The School Site Administrator is responsible for ensuring that individuals invited as guest speakers are provided a copy of this policy prior to the presentation.

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The School Site Administrator or designee is responsible for observing the guest's presentation in its entirety, and shall take appropriate corrective action if this policy is violated by the guest speaker.

Classroom Guest Speakers

Prior to issuing the invitation to guest speakers for classroom presentations, teachers shall inform the School Site Administrator. The following criteria should be considered when inviting a guest speaker:

- Curricular or other educational objectives to be attained.
- Approximate length, date and time of the presentation.
- Knowledge, skills, or personal experience of the speaker as related to the topic.

The teacher extending the invitation is responsible for ensuring that individuals invited as guest speakers are provided with a copy of this policy prior to the presentation. The teacher extending the invitation shall notify parents of the invitation. Each teacher shall monitor the guest's presentation in its entirety, and shall take appropriate corrective action if this policy is violated by the guest speaker.

Appropriate Corrective Action If the Guest Speaker Violates the Policy

- The School Site Administrator or designee is the responsible employee for school-wide assemblies.
- The teacher and the School Site Administrator or designees are the responsible employees for classroom presentations.
- On behalf of the District and as a professional educator, appropriate corrective action by the responsible employee(s) may be exercised at his or her discretion, which may include terminating the presentation.

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School Safety

The Superintendent or designee is hereby designated as the official District Contact Person for receiving information from law enforcement, prosecutors, and courts relative to any matters concerning school crime and violence in the school district. The Superintendent shall see that a file of all incident reports or law enforcement records is kept in accordance with law and the Statewide School Safety Information Policy.

Reportable incidents for purposes of this policy shall be those as listed in the "Index of Reportable Incidents" as found in the School Safety Response Guide published in the Statewide School Safety Policy. Incidents reported involving students of the district shall be reviewed under the district's Student Code of Conduct relative to possible disciplinary consequences up to and including expulsion.

It shall be the responsibility of the Superintendent to set appropriate meetings with representatives of the community regarding the implementation of the Statewide School Safety Information Policy and to provide information to the community and the Board of Education. The purpose of those meetings shall be to implement local school safety plan and procedures in the fall of each school year.

The Board shall attempt, through the entire staff, to ensure that staff members, students, patrons and all property owned by the district are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on school grounds or in school buildings. Security devices and measures, such as, but not limited to, video cameras, audio surveillance devices, motion detectors and alarms, may be installed in any or all district buildings and vehicles to protect district personnel, students, and property. The Superintendent shall be responsible for recommending implementing security devices and measures as necessary.

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School Use of Holy Cross

- I. Minimum use.
- II. Use recorded : date and time
- III. Supervision at all times.
- IV. Accidents or property damage reported immediately.

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Food Allergies

Beaver Island Community School takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parents(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for all-allergic students.

Accordingly, the Superintendent shall ensure compliance with established school guidelines for managing students with food allergies and work closely with parent(s)/guardian(s) to assure that the dietary needs of food –allergic students are taking into consideration in menu planning for the District’s food service programs.

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Use of School Equipment

- I. All equipment purchased should be properly identified and labeled as the property of the Beaver Island Community School.
- II. Copy machines are to be used only for classroom work and school office business. Authorized staff and student use of copy machine for ten cents a copy. Designated machines and procedure will be established by principal.
- III. All other equipment to be used by school employees for school use only or by non-profit organizations for educational use.
- IV. Movement of band equipment is to be under the supervision of the band director or the principal. Band equipment is never to be used in a private home or bar.
- V. Out of building use of the video camera by students and staff is permitted for school related purposes under contract with the principal.
- VI. Removal of any equipment from school grounds must have permission of principal.

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Parent/Student Input

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student

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progress;

6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. **Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;
2. supporting other needs, such as child care, to enable families to participate in school-sponsored family involvement events.

D. **Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. **Involving Families in Decision Making and Advocacy**

1. involving families as partners in the process of school review and continuous improvement planning;
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

F. **Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and

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students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Meets the requirements of IDEA 2004 Section 650 & 644 parent involvement requirements and Title I Section 1118 parent involvement requirements