BEACH MIDDLE SCHOOL
2026-27 Student Handbook

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Assistant Principal: Kaitlyn Gasparovich

Building Administration

Principal	Adam Schilt
Assistant Principal	Kaitlyn Gasparovich

District Administration

Superintendent	Michael Kapolka
Assistant Superintendent	Marcus Kaemming
Director of Special Education	Lisa Nickel
Director of Technology	Ryan Spencer
Director of Curriculum and Instruction	Michelle Hilla
Athletic Director	
Director of Operations	Ross Potgiesser
Food Service Director	Chris Simpson
Transportation Director	Corrina Horton
Director of Finance	Nicole Darby

WELCOME TO BEACH MIDDLE SCHOOL!

Dear Beach families,

On behalf of the entire staff at Beach Middle School, we welcome you and look forward to a wonderful, productive school year.

At Beach, we take pride in our community-centered approach to education. As our students learn and grow throughout these pivotal years, we foster a collaborative, civic-minded, and creative environment designed to push students to their highest potential academically, while never losing sight of their social and emotional well-being.

Using our Portrait of a Graduate as a guide, we believe in supporting our students along the path to becoming self-directed, resilient, and empathetic young adults. Our team of caring and highly-skilled staff makes this possible.

We encourage our students to be involved and active in our school community, and we offer many opportunities for students to do just that, whether it's through art, music, athletics, service clubs, or other various activities.

Our families are our partners as we work together to give Beach students the best possible middle school experience. Whatever the weather, it's a great day at the Beach!

Go Bulldogs!
Adam Schilt, Principal
Kaitlyn Gasparovich, Assistant Principal

DAILY SCHEDULE

HOUR	6TH GRADE (M-TH)	7TH/8TH GRADE (M-TH)	FRIDAY (ALL GRADES)
ZERO HOUR	7:40 - 8:10	7:40 - 8:10	7:40 - 8:10
1ST HOUR	8:10 - 9:03	8:10 - 9:10	8:10 - 9:03
2ND HOUR	9:07 - 10:00	9:14 - 10:14	9:07 - 10:00
3RD HOUR	10:04 - 10:57	10:18 - 11:18	10:04 - 10:57
4TH HOUR & LUNCH	—	**A LUNCH:** 11:22 - 11:52 **4TH HOUR:** 11:54 - 12:54	**A LUNCH:** 10:58 - 11:28 **4TH HOUR**: 11:32 - 12:30
	4TH HOUR 11:01 - 11:54 **B LUNCH** 11:54 - 12:24	—	**4TH HOUR:** 11:01 - 11:28 **B LUNCH:** 11:29 - 11:59 **4TH HOUR:** 12:01 - 12:30
	—	**4TH HOUR:** 11:22 - 12:22 **C LUNCH:** 12:24 - 12:54	**4TH HOUR:** 11:01 - 11:57 **C LUNCH:** 12:00 - 12:30
BEACH BLOCK	**BEACH BLOCK** 12:28 - 1:03	—	**BEACH BLOCK** 12:34 - 1:09
5TH HOUR	1:07 - 2:00	12:58 - 1:58	1:13 - 2:06
6TH HOUR	2:04 - 3:02	2:02 - 3:02	2:10: 3:02

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§1 - GUIDING PRINCIPLES FOR BEACH MIDDLE SCHOOL

At Beach Middle School, we believe every student deserves to feel welcome, included, and valued. Our community celebrates the diverse identities, backgrounds, and experiences that make each student unique. We strive to create a school culture where students are treated with kindness, dignity, and respect. We believe that we all learn best in an environment where everyone belongs.

RESPECT – An environment of respect fosters a safe school: academically, emotionally and physically.

INTEGRITY – The development of integrity is a process that can be actively acquired through the middle school learning experience.

RESPONSIBILITY – The habit of consistent responsibility is essential in the acquisition of knowledge. Good academic habits support individual academic achievement.

DYNAMIC LEARNING – Students must learn within the context of a dynamic global learning environment. Technology is a strategic tool that makes learning more accessible for each student.

TEAMWORK – Working as a team to use information and solve problems is a skill, which leads to improved success in future careers and endeavors.

§2 - ATTENDANCE INFORMATION / TURANCY

Regular attendance is a vital part of the learning process. The Beach Middle School Office will send letters to parents about excessive absences. Prolonged illness or other extenuating circumstances, cleared through the principal's office, will serve as the exception to this rule.

We encourage families to send any medical documentation (i.e. a doctor's note) of a student's absence to the front office via email, fax, or hard copy so that our attendance records can reflect a medically excused absence.

Attendance issues that are not medically excused may result in one or more of the following interventions, based upon guidance from the Washtenaw County ISD:

Level 1 - 5 Days Absent in a 45-day period
A letter will be sent to the student's parent(s) / caretaker(s) to notify them of the student's absences, and the student will be put "on the radar" for attendance issues.

Level 2 - 10 Days Absent at any Point
A second letter will be sent to the student's parent(s) / caretaker(s) to notify them of the student's additional absences, and administration will make direct contact with the student's family to discuss potential interventions.
Level 3 - 15+ Days Absent (Truancy)

Absences in excess of 15 days may result in referral to the Washtenaw County Juvenile Court for truancy. In addition, the student may lose athletic/extracurricular privileges.

Additional Considerations:
School Absences: If a student has accumulated excessive absences, administration reserves the right to determine that additional time away from class for a school absence would be detrimental to the student's academic progress. In such cases, the student may be denied participation.

Drop Procedure: To support student success and maintain accurate enrollment records, students who are absent for ten (10) consecutive school days without prior authorization or communication with school administration may be withdrawn from enrollment in the district. Parents/guardians are expected to notify the school administration of extended absences and maintain communication regarding the student's status and anticipated return date. Failure to communicate with the school during an extended absence may result in the student being dropped from district enrollment.If a student is withdrawn under this policy, the parent/guardian will be responsible for re-enrollment procedures before the student may return to school. Re-enrollment may include residency verification and updated registration documentation.The district reserves the right to review individual circumstances and make exceptions when appropriate.

§3 - EXCUSED ABSENCES, LATE ARRIVALS, AND EARLY DEPARTURES

Students arriving after the opening bell will sign in at the office. Students leaving early will be signed out in the office by a parent or the responsible adult picking them up from school. Students who become ill during the day should come to the office to call home on the office phone. Parental permission is required for a student to walk home or to an appointment. Thank you for helping with our student safety.

1. The procedure for reporting attendance is:
    a. Parents are requested to contact the school as soon as possible on the day of the absence. Parents who do not report the absence during the day should do so within 24 hours of the absence.
    b. If the absence is due to a medical reason excused by a physician, please forward the medical excuse note to the front office via email or fax, or drop off a hard copy.
    c. No absence will be excused without notification from parents.

2. Students will be considered unexcused for the following reasons:
    a. Failure of the parent to notify the school of absence
    b. Skipping class
    c. Falsifying reasons for absences

3. An EXCUSED absence will allow full credit on make-up work. Students have two days for every day they miss to complete make-up work.

4. **A student will be marked <u>TARDY</u> if they arrive to class late without a pass within the first 10 minutes of class.** If a student misses more than half of any class, this will result in an absence rather than a tardy.

5. Daily work that will be missed because of VACATION or other pre-arranged reasons should be requested from teachers at least 3 school days prior to the absence. Work is to be turned in within 2 school days of the student's return to school unless otherwise arranged with the teacher.

6. Students who are absent with excuse due to athletics must ask teachers for work that they may miss. Assignments are due at the regularly scheduled due date. Students should make arrangements to take missed tests or quizzes during zero hour the next day.

7. Daily work missed during an UNEXCUSED absence will be made up by the student, corrected and reviewed by the teacher, but the student will not receive credit. If a quiz or test is missed during an absence, and the material covered on that test includes areas of study spanning the days a student was present, they will be given the test at a later date; the test will be graded, and the student will receive credit. Suspensions from school will be treated as unexcused absences.

§4 - UNEXCUSED LATE ARRIVAL TO SCHOOL

A student arriving late to school will report to the office to sign in and obtain a pass to class. An unexcused tardy will result in consequences as defined in the tardy policy. We appreciate our students being on time and ready to start their school day.

§5 - TARDY POLICY

1. Teachers will record tardiness each hour in accordance with their definition of what constitutes a tardy to their class.

2. When a student acquires a third tardy in a given class within a marking period time frame, the student will be assigned to the next scheduled detention period. The student will be assigned an additional detention for each subsequent (fourth & fifth) tardy to class during a given marking period.

3. When a student acquires their fifth tardy during the marking period, the student will be referred to the office. Parents will be contacted to discuss the tardiness problem. For the sixth tardy and beyond, Saturday detention or in-school suspension may be assigned.

§6 - EXTENDED ILLNESS / HOMEBOUND / HOSPITALIZATION

Sometimes a student has an illness that requires an extended absence or maybe a hospitalization. We as a school district want to provide support for your child should this be the case. Students are expected to attend school to the fullest extent possible, but homebound/hospitalized instruction may be provided to students who have a medical condition preventing them from participating in classroom instruction because they are confined to home or a healthcare facility. The goal of homebound services is to keep the student current with classroom instruction and facilitate the student's return to the current classroom setting. Should you feel you may need support for your child, please contact the building principal.

School District's Responsibilities

The school district will, after being notified by a parent/legal guardian with a completed physician's statement, make arrangements to provide general education homebound/hospitalized services for the student. These services will begin after being notified if the following has happened:

- The student is unable to attend school because of a medical condition or hospitalization. (students able to attend school part-time are not eligible for homebound/hospitalization services).
- The student's attending physician certifies a medical condition that requires that the student be confined to the home/hospital during regular school hours. This includes students in psychiatric hospitals, substance abuse centers, or student's places in other medical facility placements by the parents or medical practitioner.
- The student is physically able to participate in instructional activities while at home or in the hospital.
- It is anticipated that the student will be homebound/hospitalized for more than five consecutive school days.

Transition Back to School

The process of transitioning back to school after a hospitalization or extended absence is individual to each student. Generally, students will need a short-term plan for reentry that can be re-evaluated after 6 weeks to see if it requires longer term solutions. It depends on the student and their ability to re-acclimate. The longer-term plan may involve one of the following options:

1. Fading the informal supports provided during reentry. This option is used when a student has had an easy transition back.
2. Continuing with the support in an informal plan. This option is used when the student has made a successful transition back, but still needs mild to moderate support to successfully navigate the school day.
3. Exploring testing to formalize support with either an Individualized Education Program (IEP) or a 504 Plan. This option is for students whose school day continues to be significantly impacted by their health.

§7 - EARLY ARRIVAL

Students should not arrive prior to 7:35 AM unless arrangements have been made with a teacher or administrator. Students who arrive before the school doors open will need to wait outside the building.

§8 - AFTER-SCHOOL PARTICIPATION

Students must be in school the entire day in order to participate in after-school activities. Exceptions to this rule are made only with prior approval from a building administrator. Students should only remain at Beach School after 3:15 PM if they are participating in an approved, adult supervised activity; otherwise, students may be asked to leave.

§9 - STUDENT EMERGENCY AND GENERAL INFORMATION

Student emergency information must be provided to the office at the beginning of the school year. In case of an emergency, this is the information and authorization used by the school office to contact you or the "emergency person" of your choice. Please be sure to provide accurate and complete information and the name of someone who would be available if you cannot be reached. This person should have a telephone and transportation. You will be called first, unless special instructions are given.

PLEASE NOTE: If this information changes during the year, please let the office know so the information can be updated.

§10 - INJURY

Any injury should be reported immediately to the teacher and to the office. Parents will be contacted when a child is injured and parental follow-up is needed.

§11 - FIRST-AID AND MEDICATION

First aid supplies for minor injuries are kept in the office. Ice packs are also available for the more serious injuries, but cannot be furnished for ongoing treatment or lesser injuries. School personnel cannot furnish medication to students without parent/physician permission. When necessary, medication (including aspirin/Tylenol) must be brought from home and kept and used in the office area only.

§12 - IMMUNIZATIONS

All students must be properly immunized to attend Chelsea School District schools. Dates are kept on file and reviewed every year. Middle school students new to the district must show proof of immunization or sign a waiver at the time of entry. Students not properly immunized will be excluded from school. This is a state law.

§13 - BREAKFAST & LUNCH INFORMATION

As always, we are delighted to make fresh and healthy breakfasts and lunches available for your children every day. Our kitchen managers are happy to help you and your child in any way they can. You can reach them by calling 433-2200 (ext. 2023). We welcome your suggestions and comments so we can continuously improve our services to meet the nutritional needs of our young customers.

Our menus are on the school district website. We also offer a variety of sandwiches, bagels and yogurt, pizza, Bosco sticks or salad bar as daily entrée alternatives if your child prefers. Selections from our fruit and veggie bar come with every school lunch. We also have a variety of light snacks available to supplement meals.

Through the Michigan School Meals Program, students are served one breakfast and one lunch per day free of charge. You can use RevTrack on-line to put money on your child's account. Please call the food services main office at 433-2246 for instructions.

If your financial situation is such that you may qualify for Free and Reduced Lunch, please don't hesitate to complete a confidential application for free or reduced price lunch. Although breakfast and lunch is now served for free, submitting your application is still beneficial. Your student(s) may qualify for other benefits, like reduced feeds at school, and the application may help the school qualify for education funds, discounts, and other meal programs. You can print a form off of the district website or obtain a form in any school office or the main food service office, located at Chelsea High School. Return the completed form to any school office or kitchen.

§14 - CAFETERIA REGULATIONS

All students, unless signed out by a parent/guardian, must report to the cafeteria for their lunch period. Students will be scheduled for one 30-minute lunch period. Students are to eat only in the cafeteria, unless staff has arranged an alternate location.

1. Students will report to their assigned lunch period within the passing time allowed.

2. After eating and disposing of their trash, students will remain in their seats. The staff on lunchroom duty will direct them to activities available during their lunch period.

3. All students are responsible for their lunch refuse and the general cleanliness of the cafeteria.

4. Students may only make one trip to the salad bar with the purchase of a meal. Sharing or giving a plate to others will be considered stealing.

§15 - MEDIA CENTER GUIDELINES

The Media Center is a place to study, research, read and recharge. It is also used for testing and class projects, as well as meetings and in-school suspension. A printer is available for student use. The printer is to be used for classwork only. Students who can't respect a school atmosphere, proper use of equipment and furniture, or the needs of other students or staff will be asked to leave. No food or beverages other than water are allowed in the Media Center without the permission of the Media Clerk.

The Media Center is open during zero hour (7:35-8:05) for 7th and 8th grades except when being used for meetings or being prepped for special events. The Media Center is open during lunch when lunch passes are available from lunch staff and there are no classes in the Media Center. Students may also come to the Media Center during the school day between classes or with the permission of their teacher. When teachers schedule classes in the Media Center, only certain seating areas are available for drop-in students, and they must not distract from classroom instruction and work or they will be asked to leave.

Materials must be checked out at the circulation desk. Two books may be checked out at a time (unless given special permission) for a two week period, and books can be renewed as long as there are no holds placed on the book. Students who have a book overdue by less than one month will be allowed to check out only one book, and those with a book overdue by more than a month will be required to return the book before another book(s) can be checked out. ELA teachers will be contacted to remind students of overdue books. A student with a lost book will be expected to pay the replacement cost of the book. At the end of each marking period, parents or guardians of students with late or missing books will be notified by email, which will include the replacement cost of the book. Green screens, tripods, and headphones are also available for check-out for one class period and must be returned at the end of the hour. A variety of games are available for use in the Media Center.

§16 - COUNSELING

For students wishing to see a counselor, students need to fill out an appointment request form (also available with a QR code). Students may go to the counseling area during their lunch period to request an appointment, or when they have a pass from a classroom teacher. Students need to show their counseling pass to their classroom teacher before reporting to the counseling area for their appointment.

§17 - DRESS CODE

The Chelsea School District respects students' rights to express themselves through their clothing while maintaining an environment appropriate for learning, as outlined in Board Policy 5204. Students are expected to dress in a manner that supports a safe, respectful, and distraction-free educational setting.

To maintain a safe and distraction-free space for all students:

1. Clothing must cover undergarments and private areas (chest, buttocks, and groin) at all times.
2. Clothing with violent, sexual, profane, or drug or alcohol-related language or images is not allowed.
3. Hats and hoods are not permitted at any time in the school building.
4. Shoes must be worn at all times.
5. In shops, labs, and other specialized areas, health and safety regulations will determine the dress code.

In most cases, dress code violations will be handled privately, and the student will have the opportunity to address the violation without further incident. Continued violations may result in progressive consequences, including lunch detention or a parent meeting.

§18 - BACKPACKS

The carrying of backpacks by students poses health risks to the students, crowding problems in the hallways, congestion in classrooms, and security problems for the school community. Students may use backpacks to carry books to and from school. Backpacks must be kept in student lockers after the beginning of the student's first class of the day until after the student's final class of the day. Students who carry backpacks during the school day will be directed to return them to their school lockers. Students who are late to class because they needed to return a backpack to their locker will receive an unexcused tardy. Purses carried to classes by students must be able to fit in a box with dimensions 8"x10"x3".

§19 - EXTRA-CURRICULAR ACTIVITIES & PARTICIPATION GUIDELINES

1. Beach Middle School offers a variety of extra-curricular activities. We encourage students to participate whenever possible. Available activities include: Yearbook, Spelling Bee, Geography Bee, Drama Club, Quiz Bowl, Science Olympiad, Robotics, WEB (Grade 8), Girls Volleyball (Grades 7/8), Football (Grades 7/8), Boys Basketball (Grades 7/8), Girls Basketball (Grades 7/8), Boys Wrestling (Grades 7/8), Track (Grades 7/8), Swimming (Grades 7/8), Tennis (club sport), Lacrosse (club sport), and Field Hockey (club sport).

School rules apply to students participating in extracurricular activities after school, as well as during the school day. Students violating school rules during after-school extra-curricular activities may be removed from these activities for the balance of the trimester.

2. School Attendance
   All members of a school-sponsored organization must be currently enrolled at Beach Middle School. In order to participate in the activities, etc., of a club or organization, the student must be in classroom attendance all day on the day of the activity. The only exceptions are pre-arranged (special) excuses, with the knowledge of the activity advisor, or under emergency circumstances with permission from an administrator to participate. If a student violates the above policy, they is held out of the group's next activities. Athletics also have academic requirements, as stated by the MHSAA and the Chelsea Board of Education.

3. Suspension from School Activities
   Any time a student is suspended from school because of a rules violation that occurs with an extra-curricular activity, that student may be excluded from that activity. (See Athletic Code of Conduct for rules and timelines.)

§20 - FIELD TRIPS

Field trips are an important part of a student's education. Each trip is planned as a learning experience, and students are expected to attend all field trips involving their class. A blanket permission slip must be completed online at the beginning of each school year when parents/guardians update contact information in Registration Gateway.

§21 - CHAPERONE EXPECTATIONS

Please be aware that all expectations for students, as outlined in the student handbook, apply also for adults on field trips. Specifically:

- All chaperones will need to complete a criminal history check. Forms are available on our website and in the main office.
- It is necessary to check in with a staff member upon your arrival and check out when you depart from this field trip.
- In case of an injury, consult with staff if medical attention is required. Never transport an injured person in your own vehicle.
- The consumption of tobacco, alcohol, or other drugs while in the role as a chaperone is prohibited.
- If the field trip requires you to stay overnight, the expectation is to stay with the students for the entire trip. If you need to leave the students for any reason, please discuss this with the supervising teacher or administrator prior to the trip.
- The field trip is for the students in the class; therefore we ask that you do not bring siblings or pets.

These expectations are an effort to assist in keeping our learning experience positive and productive.

§22 - WASHINGTON, D.C. TRIP ELIGIBILITY

The trip is open to all eligible eighth grade students at Beach Middle School. Students' academic effort, attendance, and behavior throughout the year will determine their eligibility. The final determination for eligibility will be made by school administration and trip coordinators.

Reasons a student may not be eligible to attend the trip include:

1. Suspension from school for alcohol, drugs, fighting, insubordination, tobacco, sexual harassment, weapons, or other major handbook violations
2. A pattern of documented negative behavior during their time at Beach
3. Excessive absences during their 8th-grade year, as defined below:
    a. More than 15 non-medically excused absences from the start of the school year up until the trip
    b. More than 20 absences of any kind, at the discretion of school administration
    c. An excessive number of tardies, at the discretion of school administration
4. Academic concerns, such as failing grades or lack of consistent academic effort, as determined by school administration
5. A concern for the health and safety of the student or of others, at the discretion of school administration

If a student is removed from the trip for the reasons above and has already paid money toward the trip, they will forfeit any money put down toward the trip unless they purchase trip insurance.

§23 - SCHOOL SAFETY DRILLS

Several practice fire, tornado, evacuation, and lock down drills take place during the year to be sure teachers and students know how to respond to the real thing, should it occur. It is important that students take these drills seriously by listening to and following instructions. School safety records are posted on the Beach Middle School website.

§24 - HALLWAYS

Unless students are issued a hall pass by a teacher or the office staff, they should not be in the halls during class time.

§25 - DISTRACTING (UNNECESSARY) ITEMS

Distracting items that are deemed unnecessary and/or inappropriate for the school environment may be confiscated and returned to the student at the end of the school day, or a parent/guardian may be required to pick up these items from the main office.

Violations of this rule will lead to the following consequences:

1st offense - student picks up item from teacher or adult who confiscated it at end of hour and stores it in their locker

2nd offense - student picks up item from the main office at the end of the school day
3rd offense - parent/caretaker picks up item from the main office at the end of the school day
4th offense - disciplinary action up to and including suspension

School administration may accelerate these consequences in the event of a more serious circumstance involving an unnecessary and/or inappropriate item.

§26 - CELL PHONE / ELECTRONIC DEVICE POLICY

Distracting items that are deemed unnecessary and/or inappropriate for the school environment may be confiscated and returned to the student at the end of the school day, or a parent/guardian may be required to pick up these items from the main office.

Cell phones must be stored in lockers at all times during the school day, including during lunch. If a student has their phone in hand or is using it without specific direction or permission, it will be taken away:

1st offense - student picks up device from teacher or adult who confiscated it at end of hour and stores it in their locker
2nd offense - student picks up device from the main office at the end of the school day
3rd offense - parent/caretaker picks up device from the main office at the end of the school day
4th offense - disciplinary action up to and including suspension

“Smartwatches” may be used in the classroom as a timekeeping device. However, any misuse of these devices to communicate with others, access the internet, etc., may result in disciplinary action using the handbook policy outlined for cell phones.

The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities. Whether or not or when the cell phone is returned to the parent/guardian is also dependent upon the circumstances presented at the time of the violation.

Further, any device capable of hacking, copying, and/or emulating Radio Frequency Identification (RFID) information is not permitted in the building or on school property. These devices will be confiscated immediately, and the use of these devices in school will result in immediate disciplinary action and potential involvement by law enforcement.

§27 - LOCKERS

Each student is issued a hall locker with a combination lock at the beginning of the year. The combination should be kept a secret, and students should use only their own locker. Students are responsible for items in their locker. Students must report problems with lockers to the office immediately. Students should not “rig” lockers for easy opening.

Directions for Working Combination Lock:
An example locker combination is 10-0-5

1. Start to open the locker by turning the wheel two or more whole turns to the right before stopping at “10”.

2. Turn the wheel to the left, passing the second number (0) once, and stopping on it the second time it comes around.
3. Turn the wheel right and stop at “5” the first time it comes around.

Lockers in the gym locker rooms must be used by each student. All items must be locked up. Locker sweeps may occur randomly to ensure proper locker security.

§28 - LOST AND FOUND

All articles found at school should be turned in at the office, where they will be held in a specified area. Students or parents are welcome to check the “Lost and Found” at any time. If items are not claimed by the end of each trimester during the school year, they will be given to a charitable organization. **It is recommended that all items brought to school be labeled.**

§29 - PARENT/TEACHER CONFERENCES

Conference days are offered during the school year. Notice of this opportunity is published on the District website. Conferences may also be arranged via a message to a classroom teacher through the office by calling 433-2202. The teacher will return a call or email the parent/guardian and make arrangements.

§30 - SPECIAL EDUCATION AND 504 ACCOMMODATIONS

If a student has needs that affect their school performance, concerns about the student’s progress is brought to the building principal and/or the building’s problem-solving team. As appropriate, interventions are provided to support progress as part of differentiated instruction. Every school in the Chelsea School District has a team that discusses student concerns and support options. At the elementary level, the support team is the Problem-Solving Team; at the secondary level the support team is the Student Services Team. These teams meet regularly. They are for any struggling student including general education students, students on 504 Plans, and students on IEPs.
In some cases, the student may appear to need additional interventions, accommodations or modifications, specialized instruction and/or other types of support to make reasonable progress. If it is suspected that a student may have a disability that may be affecting performance, a referral to request additional evaluation may be made. Anyone considering the need for a referral would first be encouraged to contact the teacher(s), related services staff and/or the building principal with questions/concerns. When a referral is made, per district procedures, a formal evaluation process may be initiated.

Based upon eligibility criteria that indicate “an impairment that substantially limits one or more major life activities”, the development and implementation of an accommodation plan, per Section 504 of the federal Civil Rights Act, may be appropriate. This is called “a 504 plan” and it outlines the accommodations that must be provided to support the student. “504” is a general education component.

Based upon other, more narrow and specific federal and state criteria, some students may be found eligible to receive special education services. In these cases, an Individualized Education Program (IEP) may be developed to outline goals/objectives, accommodations and/or service.

When a disability is suspected, information is gathered as a part of an evaluation process to determine if the student meets eligibility criteria for special education services (IEP). Disability areas include the following, as specified by the State of Michigan: (1) cognitive impairment, (2) emotional impairment, (3) hearing impairment, (4) visual impairment, (5) physical impairment, (6) other health impairment, (7) speech and language impairment, (8) early childhood developmental delay, (9) specific learning disability, (10) severe multiple impairment, (11) autism spectrum disorder, (12) traumatic brain injury, and (13) deaf-blindness. In order to be eligible for services, a student must meet special education eligibility and require skill remediation.

Parents/caregivers or school staff members may refer a student with a suspected disability. Upon receipt of a referral, the team meets to discuss the concerns in a timely manner. Following the referral, a team gathers and discusses available information which could result in an intervention plan being developed, referral for outside services, or a comprehensive, initial evaluation. If a comprehensive evaluation is proposed and agreed upon by the team, the school is required to complete the evaluation and meet to discuss the results within 30 school days upon receipt of consent in a manner consistent with the Michigan Administrative Rules for Special Education and IDEA 2004 Federal Regulations.

504 Accommodation Plan

Students who do not meet criteria for special education services may be eligible for a 504 Plan. Section 504 of the Rehabilitation Act of 1973 is designed to provide equal access and fairness to general education students with disabilities, thereby leveling the playing field for them through a 504 Plan. It is not a plan designed to enhance a student's performance. It is a plan to provide fairness and equal access to education.

The student must be evaluated and meet the Section 504 identification criteria in a process similar to the special education evaluation process described above. A student is entitled to a 504 Plan if they have been identified and the evaluation shows that the individual (1) has a mental or physical impairment that substantially limits one or more major life activities; or (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This determination is made by a team of knowledgeable individuals, including the parents, who are familiar with the student and their disability. The 504 team must draw upon a variety of sources in interpreting evaluation data and making placement decisions.

§31 - STUDENT SECLUSION AND RESTRAINT

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others.
All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training will be provided to all professional staff, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Ref: MBE Standards for the Emergency Use of Seclusion and Restraint (2006) for the entire document, please refer to:
https://www.michigan.gov/documents/mde/StandardsforSeclusion-Restraint_247533_7.pdf

§32 - PERSONAL CURRICULUM ALTERNATIVE

Generally, to earn a high school diploma, a student must satisfy the requirements of Michigan's Merit Curriculum. The District may modify those requirements, however, by developing a personal curriculum for a student. All students are entitled to a personal curriculum. A parent or guardian of a student who has completed 9th grade (or the student if at least 18 years old or emancipated), or a student's teacher or counselor, may request a personal curriculum by contacting your student's high school counselor. A group that includes the student; the student's parent or guardian; and a teacher, guidance counselor, or person acting in a counseling role, will consider the request. If the personal curriculum request is made by a student who is at least 18 or who is emancipated, or by a parent or guardian, the group will grant the request and will develop a personal curriculum for the student.

For all other requests, the group will develop a personal curriculum if the group determines one is appropriate. For most students, the group that develops the personal curriculum may make only certain modifications to the Merit Curriculum. For students with disabilities under the Individuals with Disabilities Education Act and for certain students transferring to the District from a nonpublic school or from out of state, the group may make additional modifications. For all students, a personal curriculum must incorporate as much of the Michigan Merit Curriculum content expectations as is practicable for the student, must include measurable goals for the student to achieve while in high school, must include a method to evaluate whether the student met those goals, and must align with the student's educational development plan. Before a personal curriculum becomes effective, the District's Superintendent or designee and the student's parent or guardian (or the student if at least 18 or emancipated) must agree to its terms. Once effective, the student's parent or guardian (or the student if at least 18 or emancipated) must communicate with each of the student's teachers to monitor the student's progress on the personal curriculum goals. A student who successfully satisfies his or her personal curriculum may earn a high school diploma even if the student does not otherwise satisfy all of the Michigan Merit Curriculum requirements.

For more information on personal curricula, including what may and may not be modified, please visit the Michigan Department of Education's Personal Curriculum page at:
http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html

§33 - ACADEMIC PROGRESS

Student academic achievement is monitored throughout the year. Counselors and/or administrators will initiate plans with students, parents, and teachers to ensure adequate progress is made during the year. Plans may include weekly progress reports, zero hour/after school visits to teachers, regularly scheduled parent/caregiver meetings, summer school work, after school homework club, and other creative ideas to promote better achievement. Retention may be considered in extreme cases. Parents should regularly monitor student grades through the PowerSchool online grade book system and Homework Hotpage.

§34 - REPORT CARDS

Report cards given during the year will be sent home with the students. The last report card of the year is mailed home. Final report cards are held if a student owes any fines or has not turned in borrowed materials used during the school year.

Standard Grading Scale:

A+ = 100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%	F = 59% or below
A = 93-99%	B = 83-86%	C = 73-76%	D = 63-66%	
A- = 90-92%	B- = 80-82%	C- = 70-72%	D- = 60-62%	

§35 - STUDENT RECOGNITION

- Bulldog Best – Monthly award that recognizes students at BMS who support our Portrait of a Graduate competencies. These can be awarded by any staff member. Students are presented with a certificate, pen and are named in the BMS newsletter .
- Academic Honors – Held in coordination with the Southeastern Michigan Middle-Level Administration Association (SEMMLAA) which includes various school districts in southeast Michigan. An awards banquet is held in May and recognizes 8th grade students who have earned the highest level of academic achievement (based on GPA) throughout their middle school careers.
- Team and Grade-Level Recognition – i.e., Student of the Month, given by teachers to recognize achievements of students.

§36 - TELEPHONE USE

Phone calls are to be made during the student's lunch period, not during class time, unless absolutely necessary. The office phones may be used as determined by office personnel.

§37 - EMERGENCY SCHOOL CLOSING

In the event of inclement weather, school closing information will be available at these locations:

District website: www.chelseaschools.org
X/Twitter: @ChelseaSchools
District Phone: (734) 433-2275

Information will be readily available on the district website and on local TV and radio stations. Additionally, families will be notified of school closures via SchoolMessenger, Social Media, and email.

§38 - TRANSPORTATION

Students walking to school should always use the sidewalks where provided. They should exit the school building through the main (front) doors only. Bicycles are to be parked in the designated bike racks.

Bus students unload on the west side of the building in the mornings. At the end of the school day, bus students leave the building by any door at the back or east side of the building to board buses.

Transportation Changes

1. Prior to transporting students to any location (home with a friend, daycare, grandparents, etc.) other than their home stops, students must have proper documentation from both their parent/guardian and an adult at the location they are requesting to be transported to.
2. Daycare forms must be submitted prior to transporting students to the daycare program.

Reminders

1. Emergency forms must be completed each year and returned immediately to the bus driver or garage.
2. Kindergartners and 1st graders must be accompanied at the bus stop by an adult (or designated 6th grade or older student). Be sure to let us know whenever someone different is meeting your child.
3. Parents of both students must contact the transportation office when male and female students request to be transported to one another's homes. Written requests are not honored.
4. Transportation forms can be found on the school website, www.chelseaschools.org, under the Transportation Department.
5. Contact the transportation department: (734) 433-2274 (office); (734) 433-2217 (fax); lbook@chelseaschools.org.

§39 - RESTRICTED AREAS

Cemetery – Nature Center

Students are not to enter the cemetery or Nature Center unless it is done as part of a supervised class activity. Students entering these areas without permission will be given a Step 1 as part of the Disciplinary Code.

Faculty Lounge

Students should refrain from knocking on the Faculty Lounge/Lunch Room door for a teacher. This area is off-limits to students. If you need to see a teacher, check with a secretary in the office.

Office Halls

Students are not allowed in back of the reception desk without permission from office personnel. The hallway between the counseling area and the office with entrance to the Media Center is not to be used by students.

Staff Bathrooms

Students are not to use the staff bathrooms, except with permission from staff. These areas are off limits. Students should only use designated student bathrooms.

§40 - FOOD AND DRINKS

Food and drinks (with the exception of water) are to be consumed during breakfast and lunch break only in the cafeteria, and at the discretion of teachers in classrooms. Drinks with lids and snacks that are sealed may be transported in the

hallways; however, students may not eat or drink in the hallways at any time. No glass bottles are to be brought to school. Beverages marketed as “energy drinks” are not permitted at school at any time.

§41 - TEXTBOOK AND MATERIALS

Textbooks and other reusable materials (locks, band flip-folders, athletic clothing) are the property of the school. Students are responsible for the care of the books and materials assigned to them. Replacement costs, rebinding costs, or other fines will be charged to students for lost, destroyed or damaged books or materials.

§42 - COMPUTER USAGE

The computers at Beach Middle School comprise a local area network. This means that they are connected together to facilitate use of software and hardware. Students and staff will be given a document called the “Computer Resources Acceptable Practices Agreement.” ALL users of the computers in the labs and in the classrooms are required to read and sign the agreement prior to using them. Parent signatures are also required for student use. Responsibilities, privileges, and rights of the user are spelled out in the document. Consequences of inappropriate behavior are also listed. It is suggested that the entire agreement be read carefully by both parent and student before they sign. Selected portions of the agreement follow this paragraph.

§43 - INTERNET SAFETY

1. You are responsible for your own actions on the network and for following the specific rules established for the use of hardware, software, labs, and networks throughout the District.
2. If you fail to adhere to the requirements, you may lose network privileges and will be subject to other disciplinary action.
3. Never share your password, account or school assigned device with anyone. You have full responsibility for the use of your account and device.
4. Do not use another’s account or represent yourself as someone else.
5. Access to network resources which facilitate learning and enhance educational information exchange is available to all authorized students and staff. The extent of the access varies according to the level of responsibility of the individual. Some uses, such as assigned class work, have priority as determined by system administrators and teachers.

Users violating any of these policies face disciplinary action in accordance with the disciplinary policies at each level and enforced in conjunction with District policy.

§44 - STUDENT USE OF SOCIAL MEDIA

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both at Beach Middle School and beyond. Students must realize that any "posts" that have a negative impact on a student's educational experience may be subject to counseling consideration and

school discipline procedures. The goal is always to ensure students "pause before they post" and the Beach Middle School staff will continue to offer activities to teach "Cyber Citizenship."

Students are expected to abide by the following:

1. Students may not use social media sites to publish disparaging or harassing remarks about BMS students/staff, community members, athletic or academic contest rivals, etc.
2. Students may not create "Beach Middle School proxy sites, blogs, replica forums, etc." to include the use of school name, logos, colors, etc.
3. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this policy may result in disciplinary action as described in the Student Handbook, or as determined by the building administration.

§45 - ACCEPTABLE USE AGREEMENT

I. GENERAL INFORMATION

Purpose - The purpose of the Chelsea School District computer network is to help students and staff use technology in the school to facilitate learning to enhance educational information exchange.
The Acceptable Practice Agreement is designed to provide guidelines for using computer hardware and software on individual computers, on local area networks, the wide area network and on the Internet. The guidelines establish rights and responsibilities for students and staff. All users are expected to follow the guidelines or risk loss of network privileges. The signatures on the Letter of Agreement (located at the end of this document) are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Services Available on the Network - When the school district is fully networked, computer users will have access to media center information, data base items, the Internet, as well as computer software tools. Access to the system may be determined by the Board of Education, the Superintendent of Schools, building administrators, system administrators, supervisors, teachers, or other district persons responsible for system users. Those responsible for access are to determine what access is appropriate, based on curricular need, educational enhancement, the ability level of the user, and the user's previous demonstration of responsibility.

World-Wide Network Community - Because the Internet is a complex series of systems with access to other computer systems around the world, users must be aware that the school district does not have control of the content of information residing on these other systems. Users are advised that while a rich store of valuable information awaits them, some systems found on the Internet may contain defamatory, inaccurate, abusive, obscene, profane or illegal material. The school district does not condone the use of such materials and does not permit their use in the school environment. Users will be advised to adhere to specific guidelines and will be made aware of their responsibilities in using the technology available to them. Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

II. RESPONSIBILITIES OF USERS

- You are responsible for your own actions on the computer and for following the specific rules established for the use of hardware, software, labs, and networks throughout the district.
- If you fail to adhere to the requirements you may lose network privileges and will be subject to other disciplinary action.

Member Accounts

- Never share your password or account with anyone. You have full responsibility for the use of your account.
- Do not use another's account or represent yourself as someone else.

User Conduct

- Do not engage in illegal activities on the computer (e.g., plagiarism. Tampering with hardware, software or documents; vandalism; unauthorized entry or destruction of files; or deliberate introduction of computer viruses).
- Obey procedural safeguards to maintain the performance of the workstation and network.
- Do not participate in electronic chain letters.
- Do not use the computer resources for commercial or political activities.
- Use appropriate language.
- Respect the rights of others and avoid offensive or inflammatory material.
- Bring incidents of offensive or inflammatory material directed to you or others to the attention of the teacher or system administrator.
- Access only those Internet resources that are appropriate for school.
- Access only District network resources for which you have specific authorization.

Copyrighted and Licensed Material

- Obey copyright laws and license agreements. Text material, music, software and other media are protected by law.
- Do not quote personal communications in a public forum (e.g. email, chat rooms [IRC], etc.) without the original author's permission.
- Do not install software on the network without written permission of the system administrators.

III. PRIVILEGES AND RIGHTS OF USERS

Access to Network Resources - Access to network resources which facilitate learning and enhance educational information exchange is available to all authorized students and staff. The extent of the access varies according to the level of responsibility of the individual. Some users such as assigned class work have priority as determined by system administrators and teachers.

Privacy - Electronic communications are not private. System administrators may access an individual's files as part of regular system maintenance. Teachers may monitor students' files as part of routine class activities. Administrators may access an individual's files for other reasons.

Safety - Illegal harassment or unwanted contact is not permitted. Users who receive threatening or unwelcome communications must report them to a system administrator or teacher. Disciplinary action or reports to legal authorities may be placed if appropriate.

Intellectual Freedom - The school network is designed to facilitate learning and enhance information exchange. The views expressed on the network are understood to be representative of the author's individual point of view and not that of the school district. Freedom of expression is encouraged, but all viewpoints expressed are subject to district policies and guidelines governing communication media. Personal attacks are not acceptable at any time.

IV. CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

- Users violating any of these policies face disciplinary action in accordance with the disciplinary policies at each level and enforced in conjunction with district policy.
- Users violating network agreements may be given a verbal or written warning, given limited or restricted use, banned from using district hardware and software or given other disciplinary action.
- Users will be required to make financial restitution for any unauthorized expenses incurred or damages caused.
- Users who misuse the district computer resources may be required to attend additional training prior to reinstatement of network privileges.

The Chelsea School District Computer Resource Acceptable Practice Agreement is designed to provide guidelines for using the computer in the classrooms and computer labs of your school. Students will also be connected with educational resources from around the world through the Internet. Internet usage will be monitored by the Chelsea School District safety management system.

Please note that the Acceptable Use Agreement must be signed by each student and their parent/guardian before access to the network is authorized.

§46 - DEVICE STUDENT RESPONSIBILITY AND LEARNING PLAN

Specific guidelines about the privilege of using school-provided devices will be given to families prior to issuance of these devices. Families are responsible for damages to devices and associated equipment. Devices misused or misplaced by students may result in a Device Learning Plan, as outlined below.

<u>Device Learning Plan</u>

Issue:

- Device left in Classroom
- Device left unattended in Hallway, Bus, or other place on school grounds outside of classroom
- Device accessories left unattended (i.e., power cord)
- Attempted to or accessed inappropriate internet sites
- Device left at home often
- Device misuse

Consequence:

- Warning
- Student may not use the device set number of days
- Reduce time device is in "jail" by 1 day for every day student works during lunch recess in the Cafeteria or Media Center.

Student Reflection:

- Why is this issue a problem?

- How will you keep this from happening again?

Student and parent signatures are required on all device learning plans.

Air Dropping

"Air Dropping" is a valuable educational tool used to share work between students and staff in a timely manner. In the interest of ensuring students make positive choices regarding the sharing of work, files, photos, etc., students should disable "air dropping" when it's not required by the teacher (this will also help with battery life). A student who shares an unwanted document, photo, etc. to another student will face the following consequence in progressive order:

1st offense - Warning
2nd offense - "Air Dropping" will be removed from a student's iPad by our tech staff
3rd offense - Loss of iPad as determined by administration

School administration may accelerate these consequences in the event of a more serious circumstance.

A student who receives an "Airdrop" should screen shot it and report it to a teacher accordingly.

§47 - VISITORS & VOLUNTEERS

All visitors and volunteers are required to use the District's visitor management system and should present a valid photo ID, such as a driver's license or state-issued identification card, prior to entering the building. Once approved for entry, visitors must check in at the main office and obtain a temporary guest identification badge, which must remain visible while in the building. A visitor who does not possess a valid form of photo identification should contact the main office for assistance. Building administration may use an alternative process to verify the visitor's identity and determine whether access to the building is appropriate.

Student visitors are allowed to visit if they are approved guests. Only students currently enrolled in another middle school (grades 6, 7 & 8) may visit as a guest of current Chelsea students. Their visit is to be approved by the principal at least a day prior to the visit. The student's parents must approve of the visitor coming to school with their child. Student visitors are not allowed on scheduled dance days, days with testing or other activities or during the last week of each marking period. Visiting students may not ride district transportation to or from school. If you are picking your student up early, please contact the office at 433-2202 so your student can be called out of class and ready when you arrive.

§48 - WORK PERMITS

By Michigan law, all students under eighteen years of age must file a work permit prior to employment. The work permit may be picked up from an administrative assistant in the main office. It has three parts: the student fills out part one, the employer fills out the second part, the school gives approval on the third part.

§49 - DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act ("FERPA") the Chelsea School District is authorized to designate certain personally identifiable information contained in education records as "directory" information and to disclose such information without prior consent unless a parent or eligible student objects to such disclosure.

The district designates the following personally identifiable information contained in a student's education record as directory information:

> Student name, address, photograph, e-mail address, telephone number, date and place of birth, major field of study, grade level, participation in officially-recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

Unless a parent or eligible student advises the district in writing within 15 days of receipt of this notice that they do not want some or all of this designated directory information released, school officials may release this information without prior consent. Written objections to the release of directory information should be submitted to the building principal.

§50 - POLICY STATEMENT REGARDING NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, volunteers, contractors, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Chelsea School District are notified that the Chelsea School District does not discriminate on the basis of race, national origin, sex, age, religion, disability, pregnancy, marital status, veteran status, height or weight in admission, access, treatment or employment for any of its programs, activities or policies.

The Board has approved all supervisors, directors and principals to be immediate coordinators, for Step I complaints, with the acknowledgement that if a Step II complaint hearing process is necessary, the complainant may appeal to the Superintendent of Schools. If the complainant remains unsatisfied, they may appeal to Step III through a written statement to the Board of Education. If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights and/or Secretary of the appropriate federal department.

Employees or students wishing to file a complaint will have access to a form provided by the immediate supervisor, director, or principal.

§51 - CODE OF CONDUCT

The adults who are responsible for the teaching and learning at Beach Middle School (administrators, teachers and counselors, non-certified staff, community and parents) must accept the responsibility of creating a school climate that is conducive to learning. The school rules established are intended to foster such a learning environment by ensuring that everyone’s rights are honored and everyone’s safety be considered.

Occasionally, students fail to meet school expectations or to follow school rules, and logical consequences result. The following “Code of Conduct” is designed to define behavioral parameters at Beach Middle School. These rules are applicable any time a student is on school grounds, during school activities on or off campus, and when students are under the supervision of school officials.

The following items are not considered to be an inclusive list. Students may be disciplined for inappropriate behavior not specified on this list. For extremely inappropriate behavior, a student may be disciplined at a higher level than the consequence noted. Where a range of disciplines is possible, the administrator will determine the appropriate consequence based upon the severity of the incident and prior behavior of the student.

§52 - SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Although school authorities will respect the rights of students in their lockers and property, it should be made clear to all that lockers are the property of the school, and a student's locker or other possessions may be searched in the event "reasonable suspicion" dictates the administration take such action. Drug testing may be required of a student if school authorities have reasonable, individualized suspicion to believe that a student is under the influence of drugs (see Board Policy 5103, Student Rights: Search and Seizure). Canine searches may also be conducted.

§53 - RESTORATIVE PRACTICES USED WITH STUDENT DISCIPLINE

As part of our disciplinary process, restorative conferences may be utilized as a way of addressing student conflict and misconduct. Restorative Justice (RJ) is an approach to addressing conflict and misconduct that focuses on healing rather than punishment. RJ assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, RJ expects those who cause injuries to make things right with those they have harmed and with their community.

These practices may include reflective conversations, mediation with peers or staff, and agreements to support positive behavior moving forward. We believe restorative approaches help students grow in empathy, take responsibility, and make things right when they make mistakes.

§54 - DISCIPLINE CODE

Discipline for violations shall be administered as determined by the staff of Beach Middle School with appeals being heard by the building principal. Disciplinary actions will be progressive. If the violation is severe, as determined by the principal, disciplinary steps may be accelerated.

<u>Violation Definitions</u>

1. **Fighting**
   The act of quarreling, involving bodily contact while in route to or from school or on school property, including any activity under school sponsorship (dances, athletic events).

2. **Inappropriate Display of Affection/Public Display of Affection (PDA)**
   The act of kissing, embracing, or other physical contact is recognized as inappropriate school behavior.

3. **Profanity and Vulgar Language**
   The act of using obscene or vulgar language in verbal or written form or in caricatures in or on school property.

4. **Insubordination**
   The failure to respond or carry out a reasonable request by a staff member.

5. **Possession/Use of Tobacco, Alcohol, and Other Drugs/Paraphernalia**
   (Note: These offenses are cumulative for the middle school and high school years.)

   Part A: Tobacco
   Students shall not use or possess any tobacco products, including e-cigarettes, vapes, and associated paraphernalia, at school or at any school activity. In all cases, the tobacco products, lighters, etc., will be confiscated.

   Students who bring tobacco products to school will be assigned a consequence deemed appropriate by school administrator(s). This consequence may include suspension.

   In all cases of actual smoking, a violation of state law, a referral may be made to law enforcement. This referral may result in a $50 fine.

   Part B: Alcohol and Other Drugs
   It is strictly prohibited for students to use, possess, distribute, sell or be under the influence of alcohol, drugs or other chemicals. It is also strictly prohibited for students to possess drug paraphernalia and look-alikes. In all cases, the following actions will take place:

   a. Parents and police will be notified immediately.
   b. A parent conference will be held within two school days.
   c. A chemical-use assessment will be required and resulting treatment recommendation will be followed.
   d. The student may be suspended up to ten days, as determined by administrative staff.

6. **Bullying and other aggressive behavior toward students**
   Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited.

   “Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

   “Bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. For additional information, please refer to Board Policy 5207 *Anti-Bullying*.

   Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to

negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, and hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

7. **Hazing**
   Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

8. **Defacing School Property or Property Belonging to Another**

9. **Inappropriate Behavior in Classes or Assemblies**

10. **Truancy**
    Unauthorized absence from school or chronic tardiness, either to class or to school, can be considered truancy. Truancy violation requires a parent/principal conference and may lead to possible court referral.

11. **Throwing or Possessing Objects that are Disruptive and/or Potentially Dangerous**

12. **Theft**

13. **Extortion**
    Any person forcing money or belongings from another by means of intimidation or force, may be charged with the act of extortion.

14. **Assault**
    An unprovoked attack on another is considered assault.

15. **Forgery**
    The act of fraudulently using the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or correspondence in writing.

16. **Intimidation**
    Deliberate or willful conduct detrimental to normal school functions, or threat to staff members or othe students. The threat to personal property will also be considered intimidation.

17. **Vandalism**
    Willful destruction of property belonging to another person or to the school. Restitution required.

18. **Causing False Fire Alarm**

19. **Bomb Threats**

20. **Arson**

The willful and malicious burning of or attempt to burn any structure or property.

21. Weapons or Explosives

See Weapons policy.

22. Striking or Threatening School Personnel

23. Other Criminal Acts

As defined under the laws of the State of Michigan and actions contrary to acceptable school behavior and conduct which interfere with the educational process or safety to the individual or to others.

24. Gangs

Gang-affiliated clothing, jewelry, insignias, or other paraphernalia will not be allowed on campus. Students will be required to remove these items and their parents will be contacted.
1st Offense – Warning and parents contacted
2nd Offense – 1-3 days OSS with parent conference before returning to school
3rd Offense – 3-5 days OSS

25. Harassment & Unlawful Discrimination

It is the policy of the District to provide a safe and nurturing educational environment for all students, and a safe and positive work environment for its entire staff, including volunteers. Harassment is contrary to this commitment and will not be tolerated.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being, or impact a staff member's ability to perform his or her job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a student or staff member. This would include such activities as stalking, name-calling, taunting, teasing, intimidation, or other disruptive behaviors. Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Harassment through any means, including electronically transmitted methods (i.e. Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student who believes s/he has been or is the victim of harassment should immediately report the situation to his/her immediate principal or counselor. If the complaint relates to either of these individuals, the complaint may be filed with either the Superintendent or designee. They may be reached at 734-433-2208. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

Additionally, Per Board Policy 5202, the District prohibits unlawful discrimination. "Unlawful Discrimination" includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of Unlawful Discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in Unlawful Discrimination.

26. Cheating

This act may occur in a variety of forms. Usually it is defined as the use of another person's work to be used to represent one's own work or efforts. In general, any effort to take an "unfair advantage" over other students is cheating, and may include such things as using cheat sheets, plagiarism, copying another student's work, giving or receiving specific test information to or from another student and altering a Scantron answer sheet. A person who gives information to another to assist the other person is guilty of cheating.

Students may not use artificial intelligence (AI) tools or other generative technology—such as AI writing or image generators—to complete assignments unless given permission by a teacher. Submitting AI-generated work as your own is considered plagiarism and will result in academic and disciplinary consequences. If you are unsure whether a tool is appropriate for a class assignment, please ask your teacher before using it.
In all cases, the teacher will inform the parents and report the action to the administration, plus:

1st offense - Zero (0) on test or assignment and teacher contacts home.
2nd offense - In addition to previous consequences, student is subject to disciplinary action, up to and including suspension from school.
3rd offense - In addition to previous consequences, fail the term.

A student caught cheating in a class in which they are not registered will face a day of ISS or OSS in lieu of the zero (0).

§55 - DANGEROUS WEAPONS, ARSON AND RAPE (per Board policy)

The possession or use of any dangerous weapon and the act of rape are prohibited on District property or at District sponsored activities.

A dangerous weapon includes, but is not limited to:

1. Firearms
    a. Any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, or mechanical action;
    b. The frame or receiver of any such weapon;
    c. Any firearm muffler or silencer; or
    d. Any destructive device, including bombs, rockets, or any other explosive-type devices.

2. Dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, or brass knuckles.

3. Any object used for the purpose of harming someone.

School officials are authorized to confiscate such weapons from students or other persons. The parents and guardians of students in violation of this policy shall be notified.

Students violating this policy shall be expelled from school for 180 days, subject to possible reinstatement, unless the student establishes a clear and convincing manner of at least one of the following:

1. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the student.
3. The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

If the student is expelled, it shall be entered on their permanent record that they was expelled for possession of a weapon, committing arson, or committing rape in violation of this policy. Within three days after the expulsion, the Superintendent or designee shall refer the student to the appropriate county department of social services or county community mental health agency and notify the parent or guardian, or if the student is at least age 18 or is an emancipated minor, notify the student of the referral.

Students expelled from a school, for violation of such a policy as this one, are expelled from all public schools in this state and this District shall not allow such students to enroll in this District, except if the District operates or participates in a program appropriate for students expelled for violation of such a policy as this one and the District, at its discretion admits the student to that program, unless the student has been reinstated as described below.

The student, parent or guardian may petition the Board for reinstatement of the student to the District, any time after 150 school days.

If a student of the age of majority, or emancipated minor, parent or legal guardian petitions the Board for reinstatement after the student has been expelled or suspended, the petition for reinstatement will be reviewed by the Superintendent of Schools and the Board appointed committee. After this review, the Superintendent shall make a recommendation to the Board of Education based on consideration of factors including, but not limited to:

A. The extent to which reinstatement of the individual would create a risk of harm to students or employees;
B. The extent to which reinstatement of the individual would create a risk of District or individual liability for the Board or District employees;
C. The age and maturity of the student;
D. The student’s school record before the incident that caused the expulsion;
E. The student’s attitude concerning the incident that caused the expulsion;
F. The student’s behavior since the expulsion and the prospects for remediation of the student;
G. If the petition was filed by a parent or guardian, the degree of cooperation and support that has been provided by the parent or guardian and that can be expected if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

The Board may require the student, parent, or guardian to agree in writing to specific conditions before reinstatement of the student in a conditional reinstatement. The conditions may include, but are not limited to, agreement to a behavior contract, which may involve the student, parent, or guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. The student, parent, or guardian may include proposed conditions in a petition for reinstatement.

§56 - CARE OF SCHOOL PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

§57 - DISCIPLINARY PROCEDURES

A student in violation of the Discipline Code may be required to follow this system of progressive discipline:

Step 1 – Probationary Status
A student placed on this step will see the principal about their violation of the disciplinary code.

Step 2 – Lunch Detention
Lunch detention in the main office during the student's lunch period.

Step 3 – After-School Detention
Detention held after school for one hour.

Step 4 – Saturday Detention
Detention held at school from 8:00-12:00 on an assigned Saturday (can be assigned in 2-hour increments). Failure to attend an assigned detention will result in suspension.

Step 5 – ISS (In-School Suspension)
During In-School Suspension (ISS), students will be allowed to complete work for full credit but will not be allowed to use electronic devices. Any work requiring the use of an electronic device must be made up.

Step 6 – OSS (Out-of-School Suspension)

If there is a recurrence of a violation after a student is placed on probation, or if a student is in serious violation of one of the disciplinary code items, they will be suspended from one to ten days, depending on the offense. The suspension period will usually be initiated with a student-parent-administrator conference.

During suspension from school, students will be allowed to complete daily work, however, no additional make-up time will be provided. Tests and quizzes will be made up upon return to school.

Before suspending or expelling a student, the Chelsea School District will consider the following:

1. Student's age
2. Discipline history
3. Disability
4. Seriousness of behavior
5. Whether behavior posed a safety risk
6. Restorative practices (i.e. meditation, restorative circles, etc.)
7. Whether lesser interventions would address the behavior

Procedures for Suspension

The student will have the opportunity to appear at an informal hearing before the principal to challenge the reasons for the intended suspension, or otherwise explain their actions. If the student is to be suspended, they will be told of the suspension and its length. The parent or guardian will be notified of the suspension by telephone, if possible.

An official notice of the action will be mailed to the parent or guardian within 24 hours of the suspension. This notice will include the reason(s) for the suspension and the right of the student and parent to appeal the decision. The parent or guardian, together with the student, may be requested to come to the school for a conference with the administrator.

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, an administrator may remove the student from the premises.

Step 7 – Expulsion

Procedures for Expulsion

Upon recommendation of the Superintendent, the Board of Education may expel a student from school. The Superintendent will give the student and their parent or guardian written notice of the intended expulsion. This notice is to include reasons for the intended expulsion.

Upon request, the student and parent or representative will have an opportunity to appear before the Superintendent to challenge their action or to otherwise explain the student's actions. The administrator cannot order such a hearing in the event the student and parent(s) choose not to attend.

The written notice to the Board of Education of recommendation for expulsion must state the time and place for the hearing. Parents or adult students have the right to counsel at the hearing and may request the hearing be held in a closed session.

An official notice of the expulsion will be mailed to the parent or guardian or adult student within 24 hours of the Board's decision.

Appeal Procedure

Appeal from suspension or expulsion shall be made by the student, accompanied by their parent or guardian in the following sequence:

1. Building Principal
2. Superintendent of Schools
3. Board of Education
4. Courts

§58 - ATHLETIC CODE OF CONDUCT

Student-athletes will be governed by the athletic code from their first day of involvement in interscholastic athletics through graduation from high school. It is important to emphasize that all athletes are covered by the "code" the entire "calendar year."

All athletes who represent the Chelsea School District at any grade level must adhere to the athletic code. For the purposes of the rules, athletes are defined as members of all interscholastic teams, cheerleaders, managers, and other students who act as support personnel to any of the above teams.
High school students are responsible for following board policy, the high school student handbook and the athletic code of conduct. Middle school students are responsible for adhering to board policy, the middle school student handbook and the athletic code of conduct portions referring to middle school students. Middle school student disciplinary actions will start over with the student's first day of high school competition, unless the Athletic Director determines the severity or repetitiveness of the middle school student's misbehavior warrants continuous implementation of disciplinary steps. In the event of any inconsistency between the Code of Conduct in the Student-Parent Handbook and this Athletic Code, the Student-Parent Handbook rules always take precedence.

1. **Introduction**
   It is the purpose of the Chelsea School District Athletic Department to provide and promote interscholastic athletics for the young men and women of the District. The Athletic Department is responsible to the Chelsea Board of Education and the Michigan High School Athletic Association.
   The Athletic Department offers a wide variety of activities for the students of the District Through athletics, the young men and women will be provided an opportunity to grow and mature physically, mentally and socially.
   In order to have an efficient program, certain policies and procedures are established. *Any team rules that may differ from the general policy are to be presented to the prospective team members in writing at their first squad meeting. These rules may never be less demanding than the general policy; and must be approved by the Athletic Director (or Assistant Principal).*

2. **Responsibilities of the Athlete**
   There are responsibilities that the student-athlete must impose upon oneself in order for successful and competitive athletic traditions to become a reality. You alone will have to decide if you want to live up to the responsibilities and training rules to become a champion. In the simplest of terms, each and every student-athlete must make a commitment for a championship athletic program.
   Responsibility to Yourself - The student-athlete must broaden and develop strength of character. Your studies, participation in other extra-curricular activities, as well as athletics, assist you in getting the greatest possible gain from your high school experiences, while at the same time preparing you for life.

Responsibility to Your School - Chelsea High School will maintain a position as an outstanding high school when you do your best in whatever you engage. By participating in athletics to the your ability, you are contributing to the reputation of your school and the School District.

You automatically assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. The spotlight is on, and it is focused on you. Because of this leadership role, you can contribute greatly to our school spirit and community pride. Make your school proud of you, and your community proud of your school by your performance and devotion.

Responsibility to Your Home - When you know that you have lived up to all of the training rules, that you have practiced to the best of your ability, and that you have played the game "all out," you and your family can be justly proud.

Responsibility to Your Team - "A house divided cannot stand." The same is true with your team. It takes only one of the squad not willing to work to their fullest ability for the squad to weaken in spirit and actual performance.

3. MHSAA Regulations

(What follows are excerpts from the MHSAA Handbook. For further clarification please see your coach or the Athletic Director.)

ELIGIBILITY

To be eligible, a senior high school student must comply with the following rules.

1. **Enrollment**

   Must be enrolled in a high school no later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester). A student must be enrolled in the school for which he or she competes.

   Age

   Must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1st of a current school year is eligible for the balance of that school year.

   Physical Examination

   Have passed a current year physical examination. Record must be on file in the athletic office. Current year commences the first day after the school year closes in the spring for summer vacation. A physician's statement for the current school year is interpreted as any physical examination given on or after April 15th of the previous school year.

   Trimesters of Competition

   Have not more than twelve trimesters of competition in a sport in a four-year high school

2. **Trimesters of Enrollment**

   Not have been enrolled for more than twelve trimesters in grades nine to twelve, inclusive. Three weeks enrollment or participation in one or more athletic contests constitutes a trimester of enrollment.

3. **Undergraduate Standing**

   Not be a high school graduate.

4. **Transfer Students**

   Generally, have had an accompanying change of residence by the student's parent, guardian or other person with whom the athlete has been living during the period of his or her last high school enrollment, into the district or service area of the school, to be eligible during the first semester in attendance. Any/All transfer students should see the Athletic Director immediately after enrolling at Chelsea High School. No transfer students may compete in an athletic contest without the written support of the Athletic Director. NO EXCEPTIONS.

5. **Awards**

A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a fair market value or cost in excess of $25.00.
Athletes accepting memberships, privileges, services, negotiable certificates or money are in violation. For amateur practices, may not have accepted money, merchandise, memberships, privileges, services or other valuable consideration for participating in any form of athletics, sports, or games, or for officiating interscholastic athletic contests, or have signed a professional athletic contract. *(Reinstatement will not be considered for one year.)*

6. **Limited Team Membership**
A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests/days of competition and maximum of the remainder of that season in that school year. There are exceptions to this MHSAA policy-please see your coach or Athletic Director for clarification.

ACADEMIC ATHLETIC ELIGIBILITY GUIDELINES

MHSAA ACADEMIC ELIGIBILITY POLICY

These changes were approved by the MHSAA Representative Council on Dec. 5, 2008, after more than two years of discussion throughout the MHSAA's diverse constituency. As always, MHSAA member schools may apply higher standards and longer periods of ineligibility than the MHSAA minimum standard.

Previous Academic Credit Record

No student shall compete in any athletic contest who does not have to his or her credit in the official records of the school to be represented, at least twenty (20) credit hours of work for the last semester/trimester during which he or she shall have been enrolled in grades 9 to 12, inclusive. A student entering the 9th grade for the first time, except those who had eligibility advanced under the MHSAA ruling, may compete without reference to their record in the 8th grade.

The minimum academic standard for athletic eligibility is "66 percent of credit load potential for a full-time student," and the period of ineligibility following a deficiency at the end of a term is "the next trimester".

For a Chelsea High School student, this means an athlete must pass 4 out of 5 classes. (Any student with a release period in their schedule must pass all 4 classes.)

Current Academic Credit Record

Academic eligibility checks of not more than 10 weeks are required. If a student is not passing at least twenty (20) credit hours (4 classes) when checked, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least twenty (20) credit hours (4 classes), that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing twenty (20) credit hours (4 classes) from the start of the semester or trimester through the most recent eligibility check.

CHELSEA HIGH SCHOOL ACADEMIC ELIGIBILITY POLICY

Pass 4/5 Classes (Any student with a release period in their schedule must pass all 4 classes.)

- 2 D Grades (D+, D, D-) will Equal one Failure
  For the purpose of athletic eligibility, a student's grade must be considered his cumulative grade in the class from the first day of the term. The Athletic Director will monitor grades at each term, at progress report time, and periodically between these dates. If a student is eligible (at the end of the term) by MHSAA standards, but ineligible by Chelsea High School regulations, such student-athlete will be withheld from competition until three (3) weeks of the succeeding term. If eligible, student athletes may begin competing. If still ineligible at the three-week check, student athletes will be re-evaluated weekly.

- Students ineligible by MHSAA standards at the term's end will be withheld from athletic competition the succeeding term.
- If the student completes summer school, correspondence courses or online courses which the school accepts for credit, this restores eligibility because the student has now passed four classes in the previous trimester. The student will be eligible when the grades become part of the student's transcript.

4. **Awards**
   Awards are earned. Participation does not necessarily qualify a student-athlete for an award. In order to receive an award for any sport, you must be academically eligible and not be on suspension for athletic code or Chelsea school code violations at the conclusion of the season. The season is concluded when the coach releases the athlete from the program either after competition or after the awards presentation (whichever date is the latest).

Each sport has certain criteria to be met. These criteria are to be discussed by the coach at the team meeting when the season begins.

1. Numerals - Any athlete who qualifies as a member of a Freshman Team receives numerals as an initial award. Any athlete who qualifies for Varsity and/or Junior Varsity (JV)) awards and has not received numerals, also receives the numerals in addition to the qualifying award. Numerals are awarded only once.
2. VARSITY The initial Varsity award is the 8-inch Chelsea "C." The varsity letter is presented only once.

5. Insurance
The Chelsea School District does not carry accident insurance for the students. Secondary insurance may be purchased through the school district. Parents should contact the athletic office for information regarding this option.

6. Equipment and Lockers
All equipment issued to the student for athletic participation is the property of the Chelsea School District. The student is financially responsible for all that is issued.
Each athlete is required to check their equipment daily and report any problems to their coach. Failure to comply, may result in injury (i.e., football equipment).
Keep all your equipment clean. Wash your practice gear frequently. Protective pads should also be cleaned on a regular basis.

All equipment is to be used properly.
Keep your locker clean. This will help keep your equipment aired and also help reduce a major cause for theft—the messy locker. You are responsible for maintaining the condition of your locker.

7. Training Room

All athletes are required to report any injury to the trainer/coach.
The coach and trainer are to know if the athlete is taking any type of medication.
The coach and trainer need to know of any medical problems or concerns such as diabetes or epilepsy, etc.
When a student-athlete sees a doctor, a progress report as to practice capabilities is to be given to the coach/trainer.
Tape and training room supplies are expensive. They are to be used properly and with the permission of a coach or trainer.
Take care of your body; shower properly and report any skin infections to the trainer and your coach.
Put all refuse and used tape in trash containers.

8. Participation

Students may compete in only one sport at a time during the same athletic season. Exceptions may be granted with permission from parents, coaches and Athletic Director.
A student who quits one sport (in good standing) may join another team in the same athletic season if the change is made prior to the first athletic contest. Also, coaches must recommend the change to the Athletic Director, who must then act on the transfer.
A STUDENT WHO QUITS A SPORT MAY NOT PRACTICE FOR ANY OTHER SPORT WITHOUT PERMISSION FROM BOTH COACHES AND THE ATHLETIC DIRECTOR.

9. Travel

The standards of good conduct as established by the coach are expected at all times while on trips.
All rules and regulations pertaining to the District bus codes are to be adhered to on athletic trips.
Appropriate dress, which is established by the coach, is a must on all trips.
When bus transportation is provided and a parent desires to take their son or daughter home with them after an athletic event, the parent transportation form must be completed prior to the event.

10. Attendance

The athlete must be present at all games and practices as designated by the coach unless absent from school due to personal illness or excused by the coach prior to the absence.
The athlete must be in classroom attendance all day in order to dress and participate in an athletic contest that day, unless excused by a prearranged special excuse. Under emergency circumstances, exceptions to this rule may be granted by the Athletic Director, Principal or Assistant Principal. The coach is to be notified of the granting of the waiver.
A student may not practice if not present for periods 3,4,5, unless excused by a prearranged special excuse.
Tardy/Absent Policy

- A student missing more than 30 minutes of a class is considered absent from the class.
- If a student is absent, yet plays in a competition, they would be withheld from the next date of competition.

11. General Training Rules

You are required to live by and abide by the standards set forth in the Chelsea High School Student/Parent Handbook. You may not participate in any athletic contests or practices until all school suspensions (including in-school suspensions: ISS) have been served for violation against the standards of conduct.
Student-athletes are representing the Chelsea School District and must maintain a standard of exemplary conduct. You are required to exhibit good sportsmanship and citizenship at all times. Failure to do so may be cause for disciplinary action by the coach, or Athletic Director.
Take care of your body. Do not affect your opportunity to contribute to the Bulldog winning effort by being irresponsible in your health habits.

12. Violations and Athletic Suspensions

Athletic Code of Conduct violations may result in dismissal from the team for the duration of the season or permanent removal from athletics. These violations include:

- Buying or selling alcohol or drugs
- Weapons violation
- Theft/stealing
- Destruction of property
- Violations of the law
- Violations of the Student/Parent Handbook
- Insubordination
- Vandalism
- Falsifying excuses or records
- Conduct injurious to the proper discipline and general welfare of the District, its students, property, and staff
- Conduct injurious to the proper operation and conduct of the schools
- Travel and attendance infractions
- Team rule infractions

Disciplinary action will be based on the severity of the infraction as determined by the administrator responsible. *The above violations are not considered to be a complete list. Any conduct deemed detrimental to the Chelsea Schools or its athletic program is grounds for disciplinary action. Disciplinary action may be taken whether or not legal proceedings or action are pursued outside of school district authority.*

13. Tobacco, Alcohol and Other Drugs

The use, possession, sale, distribution or being under the influence of drugs, alcohol, tobacco products or other chemicals (including drug paraphernalia and look-a-likes) is strictly prohibited.

Part A – Tobacco

Any student-athlete found to violate the rule with respect to tobacco will be disciplined as follows for both high school and middle school students:

1st offense - 10-day athletic suspension*
2nd offense - 20-day athletic suspension*
3rd offense - 30-day athletic suspension*

Part B – Alcohol and Other Drugs

These offenses will be cumulative throughout the student-athlete's high school career. Middle school violations will not carry over to high school.

Any student-athlete found to violate the rule with respect to alcohol or drugs will be disciplined as follows:

1st offense - 30 day high school athletic suspension* / 20 day middle school athletic suspension*
Chemical use assessment required and treatment recommendation followed
Failure to adhere to the recommendations will increase the athletic suspension to 60-days

2nd offense - 60 day high school athletic suspension* / 40 day middle school athletic suspension*
Chemical use assessment required and treatment recommendation followed
Failure to adhere to the recommendations will increase the athletic suspension to loss of eligibility for athletic participation for the remainder of their high school years

3rd offense - Loss of eligibility for athletic participation for the remainder of their high school and middle school years. (A middle school student may regain eligibility in ninth grade upon the recommendation of the Athletic Director.)

*Clarification of athletic suspension:

a. Days of athletic suspension are defined as calendar days.

b. Days will only count if the student-athlete completes the athletic season as determined by the coach and athletic director.

c. If the full number of days is not completed in the current season, the athletic suspension will continue into the next season of athletics in which the student-athlete fully participates.

d. The student-athlete must attend and participate in all practices throughout their athletic suspension.

e. The student-athlete may attend the contest on game days but MUST be dressed in street clothes and may not participate in any manner.

In all cases, the Chelsea High School Code of Conduct supersedes the Athletic Code of Conduct.

Self-Reporting Policy

We encourage students to self-report violations therefore taking responsibility for their actions. Student-athletes “self-reporting” guidelines are as follows:

a. Self-reporting only applies on the first offense.
b. If the student self-reports, the athletic days of suspension will be reduced to 7-days for tobacco offenses and 15-days for alcohol and other drug offenses for both high school and middle school students.
c. Self-reporting must be made to a coach, Athletic Director, or other high school administrator.

d. The act of self-reporting must occur before the investigation into an alleged rule violation(s) begins.

14. Investigation of Training Rules Violations

If a student-athlete is reported in violation of these rules, one or more of the following will investigate the case: the coach, the Athletic Director, the Assistant Principal, or those hired or appointed by the same. If the circumstances of the investigation do not substantiate the accusations, the source of the accusation will be notified and the case will be dropped.

If the circumstances of the investigation substantiate the accusations, the following process will take place:

- The student-athlete/parents will be notified of the accusation.
- The student-athlete/parents may present information or evidence regarding the accusations.
- The student-athlete/parents and the coach will be notified of the decision and any disciplinary action.
- The student-athlete/parents may appeal. The appeal is made to the building Principal, and then to the Superintendent of schools. Final appeal is to the Board of Education.

§59 - VIRTUAL LEARNING

The following section outlines expectations and procedures for students that will be learning virtually, rather than being in the physical classroom. Whether Beach Middle School, or the Chelsea School District, provides virtual instruction is a fluid situation and largely depends on need.

Expectations

1. Students will show up to class on time and remain present and engaged in their virtual classroom
2. Students will adhere to the school dress code policy.
3. Students will have their cameras on in order for the teacher to see them and engage with them.
4. Students will engage in classroom discussions, chats, breakout sessions, etc.
5. Students will complete in-class assignments, as well as homework assignments.
6. Students will report technical issues to their teacher or building technician.

Attendance

1. Students will attend class on time or be counted as absent/tardy.
2. Students must remain engaged in the virtual classroom (camera on/answering questions/discussing/ typing in chat).
3. Students that disengage from the virtual classroom, or log off, will be counted as “unverified absence” until their absence can be reconciled.
4. If a student has a planned absence, they must still have a parent/guardian call the office attendance line to report their absence.

Miscellaneous

- Opting in/out of virtual learning will be determined based on roster sizes, teacher availability, health considerations, etc.
- Administrators may need to make schedule adjustments for virtual students depending on myriad factors.
- Please refer to the “Acceptable Use Policy” for information regarding district technology usage.
- Virtual students, like any student, may opt out of in-person standardized testing, however, virtual standardized testing may not be available.