

**Scranton Middle School
Student-Parent Handbook
2022-2023**



Home of the J Pups

Work Hard. Be Kind. Make it a Great Day.

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Welcome

Welcome to Scranton Middle School! We look forward to sharing two wonderful years with you and will be dedicated to your academic and personal growth in our time together. As a student, YOU are the most important part of our school and we, as a staff, are honored to be a small, but important part of your time in BAS. It is all of our responsibilities to be a part of the positive school culture that we enjoy at Scranton and to live our mission to... **Work Hard, Be Kind, And Make It A Great Day at Scranton Middle School.**

Communications

Communication between home and school is critical for student success. Conferences are scheduled two times per year. In addition to conferences, all staff members are available via email and by phone. Each teacher has a Google Classroom page which contains important information regarding your child's classes. While parents are not permitted to be a member in Google Classrooms due to student privacy concerns, parents are encouraged to sign up for daily updates for teachers who provide them. Staff members are also available to conference in person should the academic, medical, or behavioral need require it. A weekly newsletter is emailed to all families each Friday and contains all of the important information pertaining to Scranton and Brighton Area Schools.

Social Media

Connect with Scranton Middle School on the following platforms:

- Facebook at Scranton JPups
- Instagram at scrantonjpups
- Twitter at @ScrantonJPups

Homework Requests

When you are out of school, on an excused absence, you may request make-up work. If the absence is for less than three days, please see your teacher upon your return to school. If you are absent for three or more days, please email your teacher and check the Google Classroom pages for your classes. Parent Connect and Student Connect are also great resources to find assignments that you may have missed. If you do not have access to email, please contact the main office at 810-299-3700 to place a homework request. Please allow 24 hours for homework requests to be completed. It's also a good idea to verify that there is work to be picked up prior to coming up to the building.

Report Cards & Interim Progress Reports

Report cards are issued quarterly and available to parents on-line via the Parent Connect system. Hard copies are also distributed to all students. Parents will be notified about the release of report cards via email and the weekly communication. Hard copies of progress reports are also distributed to all students at the mid way mark of each quarter.

Arrival at School

Students may arrive and report to the football field in the rear of the building once the first bus has dropped off. The time the first bus drops may vary from year to year and specific arrival times will be communicated prior to the 2022-2023 school year starting. Breakfast is served in the cafeteria beginning at 7:15 am. Should the following conditions be present, students will be moved into the building and not be required to wait outside:

- 'Feels like' temperature is 24 degrees or less
- Precipitation beyond a mist or light snow
- A severe weather warning in effect
- Lightening is observed



Cancellation of School

In the event of a school cancellation, Brighton Area Schools may notify families in a variety of ways including recorded phone calls, emails, social media, through various news outlets.

Information on school closings may be found through the following sources:

WHMI Radio	93.5 FM
WJR Radio	760 AM
WDIV TV	Channel 4
WXYZ TV	Channel 7
FOX TV	Channel 2

www.Cancellations.com

Brighton Area Schools – 810-299-4000, Option 2.

School cancellation information is also posted on the Brighton Area Schools website. Please remember to discuss with your child the procedures they should follow should school be dismissed early.

Emergency Cards

You are required to have on file an emergency card signed by your parent or guardian for illness and emergency situations. In emergency situations, the school will attempt to contact the parent/guardian. Emergency cards are updated every year.

Textbook Replacement and Fines

Students are responsible for returning all textbooks assigned to them throughout the year. Accidental damage and loss are no exception. Due to the high replacement costs, it is recommended that students cover their textbooks and write their name (in ink) in the designated area at the front of the book. Any fines incurred are required to be paid in full at registration.

Visitors

All visitors must report to the office to obtain a visitor pass. Student visitors are permitted in the building during school hours only with permission from the office. Parent visitors must check in with the office and provide photo identification.

Volunteers

Brighton Area Schools encourages volunteerism in our schools. A very positive benefit, when working with students, is the relationship developed between the volunteer and student. We take seriously the relationships that are formed. For this reason, and to safeguard our students, random reference checks of our volunteers with the legal system may occur. In the event an individual is selected for this check, or it becomes necessary to initiate such action, authorization will be obtained. Parents who volunteer are asked to sign in and out at the school office each time they spend volunteer time in any building. Volunteer tutors may be available in specific content areas for selected students.

Money, Valuables and Band Instruments

It is advised that students do not carry more money to school than necessary. Items such as rings and watches should be carefully guarded when worn. It is advised that valuable rings and watches not be worn to school, especially when classes (physical education, etc.) necessitate leaving them behind. Storage for musical instruments is provided as a convenience for students. The security of instruments cannot be guaranteed. Parents are free to drop off items on the cart located in the vestibule. Items are collected by office staff and students are called down to pick items up in between classes.

Insurance

It is the practice of Brighton Area Schools to offer for student/parent purchase Student Accident Insurance to students of the school district at group rates from a reliable insurer. We recommend this coverage for any student whose family does not have health and accident insurance or has limited



coverage. Generally, the district assumes no responsibility for coverage of student accident or injury.

Student's personal property is not covered by school insurance. This would include radios, musical instruments, or display items. Personal items are typically covered under homeowner's policies. Parents are advised to check their policies, to be aware of their deductible and/or special endorsements, if any, for property that may be brought to school.

Fire, Tornado and Lockdown Drills

Drills are held regularly to develop safety practices that will help you to move quickly and in an orderly manner to assigned safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend on the way in which you carry out instructions.

Lockers

Each student will receive the use of a locker and combination. This locker is for the storage of the student's property and school material. Under no circumstances should a student give his/her locker combination to another student or tamper with the locker so that it is accessible without a combination. Lockers are property of BAS and are subject to inspection when deemed necessary. Inappropriate use of a locker may result in the loss of locker privileges. Only small band instruments can be stored in lockers. Large instruments must be kept in the band room to avoid breaking or damaging the locker doors. No oversized book bags or bags with wheels will fit in the lockers without damage. If a locker needs to be repaired, or if it cannot be opened, the office or custodian should be informed. Students are expected to keep their lockers locked at all times to prevent vandalism or theft.

Search and Seizure

The following rules shall apply to the search of school property and the confiscation of items.

1. Lockers, desks and other such property that are owned by the school. The school exercises exclusive control over the school property and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in the desk and lockers issued to them.
2. Students are expected to assume full responsibility for the security of their lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without search warrant.
3. If a search yields illegal or contraband materials or items that are used to disrupt or interfere with the educational process, such findings shall be removed and turned over to proper legal authorities for ultimate disposition.
4. Illegal items (firearms, weapons or other possessions reasonably determined to be a threat to the safety or security of others) may be seized by school authorities.
5. Items that are used to disrupt or interfere with the educational process will be removed from the student's possession.

Curriculum Requirements

Each student must complete six (6) classes within the following guidelines.

1. Four (4) full-year academic classes—language arts, math, science, social studies. Two periods of exploratory or elective classes will be taken each semester.
3. A semester long health education/physical education class that is required for all seventh graders.
4. On-Line Courses: Students may take an online course each school year with approval from the principal and counselor. A list of possible online courses is available at Michigan Virtual or the statewide catalog. Contact your counselor or administrator for information on how to enroll in these courses. Grades for any on-line course will not be weighted. If a student fails an online course, that student will not be permitted to take another online course.



Testing Program

The Michigan Student Test of Educational Progress (M-Step) is administered to both seventh and eighth grade students each spring. This required test is administered to all public middle school students in the state. Seventh grade students are tested in English Language Arts, Mathematics and Science; Eighth grade students are tested in Social Studies. Parents may review test information for their child upon request. The PSAT-8 is taken for ELA and Mathematics for 8th grade students.

Students at Scranton are also administered the NWEA test in Reading and Math twice per year. The NWEA test is a nationally normed, adaptive assessment of student growth and achievement.

After School Activities/ Athletics

Students are welcome to attend after school athletic events and other sponsored activities. They are to report to the lobby at the end of the school day, and enter the gymnasium, cafeteria, or other event location by 3:00. Students are to remain in the gymnasium, cafeteria, or event location for the duration of the event, other than for restroom use or concession visits. Students are to follow the instruction of event supervisors; all Student Behavior/ Code of Conduct expectations apply. Students who exhibit unacceptable behaviors may be removed from the event and parents may be contacted to pick up the student(s). Further, student(s) may lose the privilege of attending after school events in the future. All students must be picked up within 10 minutes of the end of an event. Students who are not picked up within this time frame may be restricted from attending all future events.

Rules for After School Activities/ Athletics

1. Students who have been suspended from will be excluded from the next scheduled activity or athletic event. They will be notified by the office of their exclusion.
2. Students may not leave until the activity or athletic event is over, unless a parent or guardian personally picks them up or they have a note from the parent.
3. Students may not go outside of the building during the activity or athletic event unless accompanied by a staff member or chaperone. If a student leaves without permission, they may not be able to attend the next activity or athletic event.
4. Students may only be in designated areas.
5. The Student Code of Conduct, as stated in the Parent and Student Handbook, is in effect
6. Parents are to pick up their child within 10 minutes of the end of the activity or athletic event.
7. Parents arriving to pick up their children must remain in the lobby.
8. In order to attend an activity or athletic event, students must be in school the day of the activity or athletic event unless previously excused by the principal.

Field Trips

A number of field trips are scheduled, throughout the year, for our students. A student **may be excluded** from a field trip if he/she has had a partial or full day of school suspension. In addition, any student receiving 2 or more days of suspension during a single school year, or a student who has violated school policy with regard to drugs or alcohol **will be automatically excluded** from field trips.

Student Pictures

Families may purchase student pictures each year. Students will have their individual pictures taken at Registration.

Cellular Phones

Cell phones and other personal electronic devices cannot be used in a classroom without express permission of the teacher, and their use may not interfere with the educational process. Cellular phones are not permitted to be out in the hallways during class time. Cellular phones are not permitted to be out in bathrooms or locker rooms at any point.



Food and Drink in the Hallways

Open containers of food and drink are not permitted in the hallways. It is permissible for students to have a snack at their locker.

Yearbook

The yearbook is for sale to any member of our school community wishing to purchase a copy. Yearbooks can be purchased on-line at the Scranton webpage and during online enrollment. Any questions, please contact the yearbook advisor.

Animals in Classrooms

Students and staff wishing to bring an animal into the classroom for any reason must receive permission from the building administrator.

Posters and Publicity

Posters must be approved by the sponsor and administrator before posting. School personnel will post in an appropriate area. As soon as the event advertised is completed, they will be removed.

Cafeteria

Students will have a lunch period each full school day. A free or reduced cost government lunch program is available to families who meet certain requirements. For information regarding the free or reduced cost lunch program, please call the school office.

Cafeteria Rules

1. Eating shall be permitted only in the cafeteria and in areas prescribed by the adult in charge.
2. Unacceptable behavior (throwing food, shoving and pushing, etc.) will result in disciplinary action.
3. Students may go outside every day, weather permitting.
4. Once a student has left the cafeteria for the recreation area, he/she may not re-enter the cafeteria without permission. Students may not leave the cafeteria without permission from a lunchroom supervisor.

Guidance and Counseling Services

The role of the school guidance counselor is to contribute to the process of quality education by assisting the staff, students and parents in matters relating to student growth and development. The guidance counselor is available for individual and group conferences or to assist teachers or parents. Students are encouraged to talk with their counselor in the guidance office by making an appointment at any time. The counselor's job is to help students in all school-related situations. These services may include vocational counseling, career information, assistance in academic and study problems, specialized testing, and personal problem counseling. It is recognized that certain situations call for immediate attention; in such cases a counselor will be available. Parents and teachers may also request counseling support for a student.

Parent Teacher Organization (PTO)

The purpose of the parent group is to enhance the student's education by providing support in the form of special activities, programs, volunteer help and financial aid to the school. The SMS PTO Board meets once a month with the school principal and a teacher representative. All parents are welcome to attend these meetings. All parents are encouraged to support the work of the PTO by donating time, supplies, or money when given the opportunity to do so. It is the goal of the PTO to not carry over money so that it goes to benefit the students of the parents that donated it.

Honor Roll Requirements

To be on the Honor Roll, students must have a term grade point average of 3.45 or above and no 3's in citizenship on their report cards. Students with any grade lower than a C- are excluded.



Citizenship Code

1. Exceeds standards of acceptable classroom behavior.

Students who receive a 1 in citizenship almost always exhibit the following behaviors.

- A. Participates in class
- B. Demonstrates leadership abilities
- C. Cooperative, courteous, and respectful
- D. Punctual
- E. Has a positive attitude
- F. Self-disciplined
- G. Brings appropriate materials to class
- H. Self-motivated

2. Meets standards of acceptable classroom behavior.

Students who receive a 2 in citizenship frequently exhibit the following behaviors:

- A. Participates in class
- B. Demonstrates leadership abilities
- C. Cooperative, courteous, and respectful
- D. Punctual
- E. Has a positive attitude
- F. Self-disciplined
- G. Brings appropriate materials to class
- H. Self-motivated

3. Exhibits unacceptable classroom behavior.

Students who receive a 3 in citizenship frequently exhibit some of the following behaviors:

- A. Fails to follow directions
- B. Distracts others or disrupts class
- C. Is distracted by others
- D. Lacks initiative to begin working
- E. Is out of his/her seat without permission
- F. Is disrespectful
- G. Uses inappropriate materials in class
- H. Requires formal disciplinary referrals

Health

Responsibility of the Student

1. Personal Illness or Injury

- A. If you are sick or need first aid, tell the teacher in charge.
- B. If there are no teachers around, go to the school office.
- C. If you are seriously injured, remain still. Do not attempt to move. Tell anyone you see to get an adult for help. Do not ask or permit any student to move you until an adult gives permission for you to be moved.
- D. If you know of a student who has been hurt or is ill, and that student has not told an adult, an adult should be informed immediately.

2. Injury and Illness

- A. Any case requiring first-aid for injuries sustained at school will be done with caution in order to prevent further injury or delay in the effectiveness of good medical follow up when necessary. An injury report may be filled out describing the nature of the accident and sent home with the student.
- B. Illness—No care beyond first-aid will be administered to a student. An illness report will be completed describing the nature of the illness and set home with the student when the nature of the illness requires more explaining than can be done by a telephone call. Professional aid will



- be sought for serious cases of accident and illness.
- C. Communicable Disease —the school can evaluate and recommend to the Superintendent or their designee whether or not a student should be excluded from school. It is the school staff's responsibility to report this to the administrator.
 - D. Medications —any medications to be kept at the school for emergency or daily dispensing must be done each year through the office. Medications are dispensed in school only under the direction of a physician.

Medication

It is the policy of Brighton Area School to require authorization and instruction provided by the physician and parent or legal guardian whenever a student needs to have a prescription or an over-the-counter medication administered during school hours. It is against school policy to allow students to possess any type of medication at school. Only medication prescribed by a physician will be administered.

Students needing to take medication during school hours are to have a signed parent/guardian medication contract and a doctor's authorization on file with the school. Medication is kept in the clinic for daily or occasional use.

As required by Michigan law, members of our staff are trained in the administration of epinephrine (EpiPen). Two EpiPen devices are maintained in the clinic.

Summary

School personnel cannot assume responsibility for accidents that occur at home or in the community outside of the school bounds. In any case, responsibility for decisions relative to medical treatment belong to the parents. Dressings done by physicians or family should not be disturbed by school or other personnel without proper requests to do so by a physician or parent.

Transportation, after first-aid has been given to the student, is a parental responsibility. If ambulance service seems necessary, this is reported to the administrator.

Responsibility of the Administrator

1. The administrator is to approve the best time for all health services to be carried out to best meet the needs and not conflict with the educational program of the students.
2. The administrator is to sign all exclusion slips due to a suspected communicable disease.
3. The administrator will make the final decision when an ambulance needs to be called. All attempts will be made to reach the parent/guardian before or when this decision is reached.

Attendance and Truancy

In accordance with the Compulsory School Attendance Law (MCL 380.1561), "every parent, guardian or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

When a student is absent, the school requires a satisfactory explanation from the parent or guardian for each absence. The school may require a physician's verification of illness when it is deemed necessary to confirm a student's absence.

A student can and will be referred to the Attendance Officer at the Livingston Educational Service Agency (LESA) for the following attendance violations:

1. Not properly enrolled in school;
2. Absent ten (10) consecutive days without notification;
3. Habitually truant from school;
4. 10 days absent or absent 10% of school days;



5. Excessive tardiness;
6. Educational neglect—failure of the parent(s) to send the child to school.
7. Numerous excused absences where there is reasonable doubt of the truthfulness of the excuses.

Continual violations could subject the parent(s)/student(s) to court action and penalties (Juvenile Court).

Absence

School attendance is the responsibility of the student and his/her parents. Punctual and regular attendance is very important. If an absence is necessary for any reason, please have your parent/guardian call the school attendance line (810-299-3706) during the morning of your absence, preferably before 9:00 a.m. If there has been no contact, an attempt may be made to call your parents.

To be considered for an excused absence, the parent/guardian must call the school the first day of the absence, preferably before 9:00 a.m.; however, calls will be taken from 7:30 a.m. until 3:30 p.m. If the parent/guardian fails to contact the school, we will make every effort to contact them.

When a parent has not been contacted by phone, the student, upon return to school from an absence, must bring a note from home signed by a parent/guardian indicating the reason for the absence. If a note is not received the next day, the absence is recorded as unexcused until a note is received.

Absences from school for purposes of family vacations are discouraged. The student will accept responsibility for work missed during the vacation. Assignments will be provided upon a student's return to school and such work must be completed within the number of school days absent.

Absences will be **excused*** for the following reasons:

1. Illness
2. Serious illness or death in the immediate family
3. Medical or dental treatment, with a doctor's note
4. Religious holidays (a note from your Clergyman may be requested.)

*Please note that in most instances an "excused" absence still counts as a missed day of school for purposes of truancy.

Absences will not be excused for the following reasons:

1. Missing the school bus, if applicable
2. No written or verbal contact from parent/guardian to explain your absence.
3. Other reasons not specifically set forth above as excused.

Student Attendance Policies

In order to encourage the development of good attendance habits and improve communication between home and school relating to attendance, the following procedures will be followed:

- Students are expected to maintain a 90% attendance rate.
- Attendance rates of less than 90% may be subject to mandated truancy supports and interventions.

Absences that are excused by a verifiable medical statement and absences resulting from suspension will not be counted in the process described above. Please feel free to call an administrator if you have any questions.

Tardiness

If a student arrives late to school, parents are to provide a reason for the tardiness. Under no circumstances will students' calls be accepted. The student is to report directly to the office.

Tardies will be excused for the following reasons:

1. Announced late school bus, if applicable
2. Medical/dental appointments
3. Other situations excused by parent



Classroom tardiness is recorded by quarters and will receive the following consequences:
Second Tardy –Written warning
Third Tardy & Fourth Tardy – ½ hour Detention
Fifth Tardy– 1 hour Detention
Sixth Tardy – 1 hour Detention and meeting with the administrator where a plan will be developed.

Make-up Work

1. Excused Absences—Students completing work missed during an excused absence may receive credit. To get credit, you will be given the number of school days absent, plus one, to finish work. Make-up work must be within the time limits.
2. Out-of-School Suspension— Students should do all assignments missed while suspended. Homework should be completed during the suspension, and students will receive “full” credit for all work completed and handed in upon “the day of” return to school.
3. Vacation—Assignments will be provided upon a student’s return to school and such work must be completed within the number of school days absent.

Leaving Early

If you need to leave school during regular school hours, you must bring a note to the office before school hours. You must also sign out in the office before leaving. If you are ill, report to the office.

Rules and Discipline

Student Rights and Responsibilities

The Board of Education of the Brighton Area Schools recognizes the following principles:

1. That the primary intent of society in establishing the public schools is to provide an opportunity for learning.
2. That the students have rights of citizenship as delineated in the Michigan and the United States Constitution and its amendments.
3. That citizenship rights must not be abridged, obstructed or in other ways, altered, except in accordance with due process of law.
4. That education is one of these citizenship rights in Michigan.

Due Process of Law

The constitutional rights of individuals assure the protection of due process of law; therefore, a system of constitutional and legally sound procedures will be provided as part of the school’s disciplinary policy within the following guidelines:

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. In every disciplinary situation involving the possibility of suspension or expulsion from school, the student will be provided with notice of the violation with which he or she is charged and will be entitled to a fair and impartial hearing (which may be informal) regarding such violation and its punishment.

School Buses - Transportation Safety Rules & Consequences

The Brighton Area Schools wish to provide safe and efficient transportation to and from school and to co-curricular activities when needed. This requires cooperation and open communication between students, staff, parents and administration. The policies and procedures adopted by the Board include direct communication between the driver and the home that are explained below. Levels of disciplinary consequences may be skipped in situations where behavior has been severe. Transportation and school rules, along with their consequences, apply to co-curricular trips taken by students as well. Students must



remember that transportation is a privilege for all to enjoy if they observe proper behavior.

School Bus Rules

The following rules have been adopted by the bus drivers and the administration as being necessary for the safety of the students and the maintenance of the buses. **Violence**—As defined by the Brighton Area Schools—Violence is any mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation or property.

1. The Board of Education discipline codes as stated in the Student-Parent Handbooks are in effect on the bus.
2. The driver is in full charge of bus and students. Students must obey the driver. On field trips, the teacher, sponsor, or coach is in charge of student discipline.
3. Students must be on time to the bus stop; the bus will not wait for those who are tardy. It is suggested that students arrive at their bus stop at least five minutes ahead of the scheduled pickup time.
4. Students must stand six (6) feet off the road in front of the bus and are to wait for the driver's signal before crossing.
5. Students are to always cross the road in front of the bus and to wait for the driver's signal before crossing.
6. Students are to board the bus in an orderly manner.
7. Students are to remain seated at all times.
8. Students are to keep arms and head inside of the bus windows. Bus windows will be no lower than ½ down on school property.
9. Outside of ordinary conversation, classroom conduct is to be observed.
10. The driver has the right to assign students to certain seats to promote order on the bus.
11. No eating, drinking, spitting, using or possessing tobacco or illegal substances, or weapons (or other dangerous objects) are permitted.
12. Complete silence must prevail at railroad crossings. This is mandated by Public Act 187.
13. Students must have written permission from their parents and the principal's office to get off the bus at any place other than their designated bus stop, or to ride a different bus.
14. Parents of students who vandalize buses in any way will be required to pay for the damage.
15. Recreational items are not allowed on the bus. Examples are: skateboards, hockey sticks, golf clubs, etc.
16. No live animals are permitted on busses.
17. All items carried on the bus must fit on the student's lap.

Consequences for Misconduct on the Bus

The driver has the authority to impose discipline at a higher level if the behavior warrants. The driver may also, at their discretion, repeat a level.

Intervention:

The bus driver will warn the student that his/her misconduct will not be tolerated. The driver may also have a conference with the student on the bus or give the student a different assigned seat. A phone call MAY also be made to the parent.

- Level 1 A GREEN ticket will be issued to the student and sent home to the parent/guardian, with a copy to the principal. The ticket will contain a description of the misconduct. The student will not be allowed to board the bus again until the ticket is signed by the parent and returned to the bus driver by the student.
- Level 2 A YELLOW ticket will be issued to the student and sent home to the parent/guardian, with a copy to the principal. The ticket will contain a description of the misconduct. The student will lose his/her bus privileges up to three (3) days. The ticket must also be signed by the parent and returned to the driver.



Level 3 Additional offenses shall result in the issuance of PINK tickets, with bus suspensions of greater duration, up to and including suspension for the balance of the school year. Whenever a bus driver issues a Bus Violation Ticket, or a Notice of Suspension, the driver will make one documented attempt to contact the parent or guardian. It is also the responsibility of the student to notify his/her parent or guardian of the ticket and/or suspension. Suspensions greater than three (3) days will be handled by building administration.

Appeal Process and Restrictions

Because of the safety-sensitive nature of school bus transportation, the bus driver is vested with discretion to issue tickets, and to suspend students from the bus. In the event a student is suspended from the bus more than six (6) days in one semester, the parent may request a conference with the driver and

Director of Transportation to discuss the suspensions. During the conference and based on mutual agreement, the parties may alter the most recent discipline and establish a long-term behavior plan to address the concerns of the parent and driver.

There shall be NO APPEAL of bus suspension that does not exceed three (3) consecutive school days. In the case of a suspension from the bus that exceeds three (3) consecutive school days, a parent or guardian may appeal the suspension to the Bus Safety Appeal Committee. To make an appeal, the parent or guardian must contact the Transportation Office (810-299-3890) within 24 hours (with the exception of weekends) of the notice of suspension. The Transportation Director will determine whether the student may continue to ride the bus during the time the appeal is being considered.

The Bus Safety Committee shall be convened within two (2) scheduled school days of the request for appeal. The Committee membership shall include the Transportation Director or his/her designee, the bus driver recommending the suspension, the building principal or his/her designee and two (2) other employees appointed by the principal. The student's transportation discipline record will be reviewed during the appeal along with other student records that may assist the Committee in reaching an informed decision. All appeals will be heard weekdays between 10:00 a.m. and 11:00 a.m. the decision of the Bus Safety Committee IS FINAL and may not be appealed to any other level.

Driving to School

Middle school students who obtain a valid driver's license at the age of sixteen (16) may not drive on school property or while participating in any co-curricular activity.

Co-Curricular Middle School Eligibility

The middle school offers 7th and 8th grade basketball, track, volleyball, swim and dive, wrestling and cheerleading on an interscholastic basis. Interscholastic competition is governed by the Michigan High School Athletic Association. Athletes must comply with their requirements, as well as the following:

1. Academic
 - a. One "E" or two "D's" will cause the student to be placed on one-week probation to raise his/her marks. If improvement does not occur, the student will be suspended from participation in co-curricular activities (including weekend activities) until the marks are raised to the required standard. Students are permitted to practice and compete during this probationary period.
 - b. Two "E's" will cause the student to be suspended from participation in co-curricular activities (including weekend activities) until the marks are raised to the required standard. Students are able to practice, but not dress/participate in competitions during their suspension.
- Grades will be reviewed at the beginning and half-way point of the season on dates determined at the beginning of the school year.
- Students and families will be notified of their status in writing and can petition administration for reinstatement as soon as their grades are raised to the required standard.



2. Suspendable Offenses

Any student receiving a suspension will be ineligible to participate in co-curricular activities for the same number of school days as the suspension (i.e. a three-day suspension would warrant a three-day suspension from participation in co-curricular activities). When the suspension spans a weekend, the student may not participate in weekend activities. Participation is defined as working with other students as a representative of Brighton Area Schools by participating in a co-curricular activity sponsored by the school, including athletic events.

* Participation is defined as working with other students as a representative of the Brighton Area Schools by participating in a co-curricular activity sponsored by the school, including athletic events. It also includes travel to and from such activities and events. When a student is on probation or becomes ineligible, he/she may be allowed to practice for the co-curricular activity or athletic event.

3. Attendance

a. The participant must be in school the **full** day of a game or school activity unless previously excused by the principal.

b. The athlete or student must not be habitually absent the day following a game or activity.

4. No credit for an honor or an award can be earned during ineligibility.

5. The above standards are to be considered minimal and may be raised to a higher level if the activity head gets approval from the athletic director and the principal.

6. The mentioned rules apply to co-curricular activities (i.e. clubs, sports, band, choir) All students will be informed of the policies contained in the Brighton Area Schools' Parent and Student Handbook by their coaches and sponsors. Probationary periods and suspensions are the responsibility of the principal and athletic director.

Promotion and Retention of Students

Consideration of all aspects of the child will occur as grade placements are made.

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student should be promoted based on teacher recommendation with concurrence of the building administrator.

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the student placement team with the concurrence of the building administrator. In general, if retention is necessary, it is most beneficial if it occurs early in a child's school career.

Criteria for Consideration

When the Student Placement Team is convened, the following criteria shall be considered:

- Academic potential
- Objective evaluation scale results (Lights Retention Scale, etc.)
- Current level of achievement
- Immediate and long-range effects on the child
- Emotional maturity
- Parent support
- Physical maturity
- Academic test results
- Other pertinent information

Student placement team may include: classroom teacher(s), support personnel, building administrator and parent(s). Decisions on each child's grade placement are the responsibility of the building administrator. It is the administrator's responsibility to inform parents of their rights.



Utilization of Procedures

Time Line for Middle School Grade Placement:

- Before parent/teacher conference, administrator will review grade placement procedures with teachers.
- November-December, teacher should indicate concern to parents and should initiate documentation. Any concerns should be reflected on the report card.
- Early March, teacher will notify-administrator of grade placement. If an alternative grade placement is being considered and parent commitment to the decision has been secured, Form B will be signed. If parent commitment is not secured, the student placement team will be convened by the administrator.
- Early April, if an alternative grade placement is being considered, parents should have been notified by this time.
- May-June, decision on placement is made. Student grade placement recommendation is completed.

Homework

The Brighton Board of Education supports and encourages homework as a necessary and valuable function of the school.

1. Philosophy

In the most basic, sense, homework is an extension of the classroom. As such, it should support and contribute toward fulfilling educational objectives for the student. Meaningful and carefully planned homework serves many purposes, but basic to its use would be: strengthening of skills, extension of experiences and providing students the opportunity to develop skills of self-discipline and time management. We believe the homework policy outlined below succeeds in maintaining and a cooperative relationship between school and home. Because it does so, the policy is flexible and does not place excessive constraints on either teachers, students or parents/

Definitions

Homework—For the purpose of this policy statement, homework consists of meaningful assignments to be prepared outside of the classroom to further develop those concepts and skills that are learned in the classroom under the direction of the teacher.

Make-up Work—For the purpose of this policy statement, make-up work consists of assignments that a student misses because of absence from school.

3. Middle School (Grades 7-8)

Homework will focus on the further development of skill strengthening and self-discipline.

4. Suggested Guidelines

Students in grades 6 through 8—five (5) to six (6) hours per week.

Student Code of Conduct - Introduction

It is recognized that the vast majority of Brighton students conduct themselves in a manner that exemplifies the best hopes of the community. There are certain standards of behavior that the school must require to maintain the school's legal responsibility to its constituents. It is understood that any staff member in the building has the authority to correct misconduct. The Student Code of Conduct is not an attempt to state a rule for every situation. The school functions on the belief that students of this age have developed a sense of self-respect and dignity suitable to conduct oneself in most situations.

Principals may exercise all powers necessary to enable them to perform the function of their office. Many of their responsibilities are specifically delegated by the local Board of Education, but the principal is not limited to those powers specifically delegated. He/she may implement reasonable rules as needed to accomplish the functions of education without specific delegation by the Board.

Disciplinary Actions - Terms



Verbal Reprimand/Warning

Detentions—Detentions are after school, up to one hour in a detention room under the supervision of school personnel. Parent notification and signature or phone call prior to detention is required. Failure to serve an assigned detention will result in the detention time being doubled. If not resolved at this point, a suspension will be implemented. Failure to comply with the rules of the detention room will result in the detention time being repeated.

Short-Term & Long-Term Suspensions—Short-term suspension is defined as removal from school attendance for a period not to exceed ten (10) school days. Long-term suspension is defined as removal from school for a period greater than ten (10) school days, but not to exceed 180 school days; Removal from co-curricular activities (i.e. sports, clubs, intramurals, attendance to dances, athletic contests, etc.). If a long-term suspension is recommended by the building administrator, it may include permission for reinstatement prior to serving the full suspension. If permitted by the building administration, the recommendation will include requirements which the child must satisfy and the date reinstatement would be considered. “Suspension days” are days school is in session and are counted as district attendance days. Long-term suspensions may be appealed to the Superintendent or designee.

Incorrigibility—The Livingston County Probate Court (Juvenile Division) will be advised of any situation that the administration feels comes within the jurisdiction of that court

Expulsion—Recommendation to the Board appointed Expulsion Committee that consists of one Board member and four school officials to exclude a student from school for a period longer than ten school days, and up to permanent removal from Brighton Area Schools.

Points of Clarification

1. Upon suspension from school, a student may be removed from class immediately.
2. The rules and regulations described in the Student Code of Conduct apply to any supervised school function on or off school grounds.
3. The administration has the right to discipline according to the student’s disciplinary history. Disciplinary steps may be waived, if warranted by the seriousness of the offense. Other conduct, which is not specifically enumerated in this Code of Conduct and which, in the judgment of the Board of Education, constitutes gross misdemeanor or persistent disobedience, shall be subject to disciplinary action such as the Board of Education or its administrators deem appropriate.

Suspension Procedures

The following procedures will be followed, if suspension or expulsion is to result from the disciplinary process.

1. The student shall be informed of the specific charges that are thought to be a basis for disciplinary action to be taken against him/her and an appointment will be made for a meeting with a school administrator.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, he/she will notify the parents as soon as possible of the suspension, the reason for it and the steps necessary to effectuate the student’s return.
4. If the parent(s) or guardian(s) are dissatisfied with the action, they may follow the disciplinary appeal process outlined under “Disciplinary Appeal Process.”
5. On any appeal or in any short-term/long-term suspension hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed.



Factors Requiring Consideration

Before suspending or expelling a pupil [under the Revised School Code], the board of a school district, or a superintendent, school principal, or other designee, shall consider each of the following factors:

1) Age of the student; 2) Disciplinary history of the student; 3) Whether the student has a disability; 4) Seriousness of the violation or behavior; 5) Whether the violation threatened the safety of students or staff; 6) Whether restorative practices will be used to address the violation; and 7) Whether lesser intervention would properly address the violation.

Expulsion Procedures

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included with this notice shall be a statement of the time and place for the hearing. The time and place shall be reasonable for all parties involved.
2. A parent or guardian shall be notified that they may attend such hearing, if they so desire.
3. The student, parent or guardian may be represented.
4. The student shall be given an opportunity to present his or her version of the situation. He/she will be allowed to testify and will be allowed to present the testimony of other witnesses and to offer additional evidence.
5. On any appeal or in any expulsion hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed.
6. The student shall have the opportunity to be present when any evidence is offered against the student. In addition, the student and the student's legal representative shall be allowed to question any witness.
7. This hearing shall be conducted by the Board appointed Expulsion Committee, who shall make its determination solely upon the evidence presented at the hearing.
8. In accordance with the laws of the State of Michigan, such a hearing may be public or private, in accordance with the desires of the student.
9. Records shall be kept of the hearing, but this need not be a verbatim record. Any party, at their own expense, shall be entitled to make a verbatim record of the hearing.
10. The Board appointed Expulsion Committee shall, no later than ten (10) school days following the hearing, announce its decision as to whether or not the student has violated the rules of the school district and its decision as to expulsion.
11. The decision of the Expulsion Committee shall be by a majority vote of the members appointed to the committee.
12. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.

Disciplinary Appeal Process

Parents have the right to appeal teacher and administrative decisions and disciplinary actions. Disciplinary appeals must be made by the end of the following school day. The proper sequence to be followed in appealing a decision within the school system is:

1. Teacher or counselor
2. Appropriate Principal
3. Appropriate Assistant Superintendent
4. Superintendent

Every effort will be made to ensure that students and parents are guaranteed rights of "due process" whenever decisions affecting their education are made. Detentions may not be appealed beyond the building level.



Note: Any imposed discipline may be held in abeyance during the appeal process. If the disciplinary appeal is denied at the last stage of appeal, the imposed discipline is to commence immediately upon completion of the last stage of the appeal process.

Middle School Anti-Bullying/Violence Prevention Disciplinary Action

“Bullying” is conduct that meets all of the following criteria: • is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress; • is directed at one or more pupils; • is conveyed through physical, verbal, technological or emotional means; • substantially interferes with educational opportunities, benefits, or programs of one or more pupils; • adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and, • is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics. This would also include any gesture or written, verbal, graphic or physical act, or any electronic communication, including cyberbullying that occurs at school. Cyberbullying is defined as the use of information and communication technologies such as, but not limited to, email, cell phone, instant messaging, defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group, that is intended to embarrass, intimidate, or cause physical or mental harm to others.

Category 1	1st Offense	2nd Offense	3rd Offense
Including but not limited to name calling, inappropriate language, insulting remarks, rude gestures, spreading rumors, poking, mean notes, playing mean tricks, or pranks, or behavior that would hurt other’s feelings or make them feel bad about themselves	Documented Warning	<ul style="list-style-type: none"> • Detention • Time to think form with parent signature 	<ul style="list-style-type: none"> • Two detentions • Parent phone call • Improvement plan
Category 2	1st Offense	2nd Offense	3rd Offense
Including but not limited to shoving, grabbing, slapping, pinching, kicking, spitting, hitting, and “goofing/messing” around (general horseplay), disrespect of others property, or other behavior that causes bodily harm.	Documented warning or detention with Time to Think Form	<ul style="list-style-type: none"> • 1 to 2 detentions • Parent phone call 	<ul style="list-style-type: none"> • 1 day OSS (out of school suspension) Improvement Plan
Category 3	1st Offense	• 2nd Offense	• 3rd Offense
Including but not limited to threats of emotional or physical violence, planned exclusion, shunning or social	Documented warning or detention with Time to Think Form	<ul style="list-style-type: none"> • Detention/1 day OSS (out of school suspension) • Parent Phone Call 	<ul style="list-style-type: none"> • 1 to 5 day OSS (out of school suspension) • Improvement Plan
Including but not limited to intimidation or harassment by speech, gesture, display, or action, based on race, ethnicity, religion, gender (sexual), handicap or other form of prejudice.	Refer to Student Handbook		



Including but not limited to more aggressive behaviors related to punching, kicking, spitting, slapping, fighting, or other behaviors that cause bodily harm	Refer to Student Handbook
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Student Code of Conduct

Type of Conduct	Disciplinary Action
Matters Pertaining to Citizenship	
<p>1a: Sexual Harassment—Sexual harassment of students or other persons is prohibited. Any person engaging in sexual harassment will be subject to disciplinary measures. Sexual harassment is defined as: sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which has the purpose or the effect of unreasonably interfering with an individual’s personal liberties or education or creates an intimidating hostile, or offensive learning environment. Sexual harassment shall also be defined to include unwelcome comments, gestures and touching.</p> <p>1b: Criminal Sexual Conduct - As defined by Michigan Law (MCL 750.520b,c,d,e,g) including but not limited to unwelcome sexual touching or sexual penetration by force or coercion.</p>	<p>1a: Any Offense—Warning/Detention/Suspension; 1-10 day suspension, parent conference, file complaint with police when necessary; possible recommendation for expulsion or long-term suspension.</p> <p>1b: Any offense- Long term suspension (11-59 days) with possible recommendation for expulsion. Police referral.</p>
<p>2. Disrespect to school personnel</p> <p>A. Verbal disrespect (short of profanity) or dishonesty, lie/lying.</p> <p>B. Verbal assault/bullying (threats-no bodily contact)**</p> <p>C. Battery (pushing, punching)</p> <p>D. Insubordination (refusal to follow reasonable instructions)</p> <p>E. Failure to follow reasonable directions.</p>	<p>1st Offense—Warning/detention 2nd Offense—1 day suspension Subsequent Offense—3 day suspension</p> <p>Any Offense—Suspension (1-10 days); possible recommendation for expulsion or long-term suspension.</p> <p>1st Offense—10 day suspension with possible recommendation for expulsion or long-term suspension. Subsequent Offense—Long-term suspension or recommendation for expulsion.</p> <p>1st Offense—1 day suspension 2nd Offense—2 day suspension Subsequent Offense—5 day suspension</p> <p>1st Offense—Warning/Detention Subsequent Offense—Detention to short-term suspension (1-5 days)</p>



<p>3. Profanity, obscenity or vulgarity (written or expressed)</p> <p>A. Incidental</p> <p>B. Loud and/or deliberate</p> <p>C. Directed at staff members</p>	<p>1st Offense—Warning/Detention Subsequent Offense—1 day suspension</p> <p>1st Offense—1 day suspension Subsequent Offense—3 day suspension</p> <p>1st Offense—1-5 day suspension Subsequent Offense—10 day suspension</p>
Matters Pertaining to Property	
<p>4. Theft or possession of stolen property</p>	<p>1st Offense—Up to 5 day suspension. Restitution and notification of police if appropriate. Subsequent Offense—Up to 10 day suspension. Restitution and notification of police, if appropriate.</p>
<p>5. Defacing and/or littering property</p>	<p>1st Offense—Verbal warning, detention/suspension up to 5 days. Restitution, notification of police and possible recommendation for expulsion or long-term suspension, if appropriate. Subsequent Offense—Suspension of up to 10 days. Restitution, notification of police and possible recommendation for expulsion or long term suspension, if appropriate.</p>
<p>6. Destruction of school property or property of others</p>	<p>1st Offense—Up to 5 day suspension. Restitution and notification of police, if appropriate. Subsequent Offense—Up to 10 day suspension. Restitution and notification of police, if appropriate.</p>
<p>7. Misuse of books, lost or stolen textbook school-owned musical instruments and other similar class-related materials become the responsibility of the student to whom they were issued.</p>	<p>While reasonable wear is expected, books and other materials must be returned in good condition. Damaged, lost or stolen books and other materials must be paid for by the student to whom they are issued.</p>
<p>8. Personal Electronic Devices—Cell phones and other personal electronic devices cannot be used in a classroom without express permission of the teacher, and their use may not interfere with the educational process.</p>	<p>1st Offense—Confiscation. Student may pick up at end of school day, ½ hour detention Subsequent-Offense—Confiscation. Parent must pick up the phone, 1 hour detention. Additional consequences may apply depending on how the device is used.</p>
Matters Pertaining to the Safety of Others	
<p>9. Violation of state laws and/or local ordinances, including but not limited to:</p> <p>A. Abuse of fire alarms, safety equipment</p> <p>B. Bomb Threats</p> <p>C. Arson or attempted arson</p>	<p>1st Offense—10 days suspension, parent conference, file complaint with police; seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion or long term suspension. Subsequent Offense—10 days suspension, recommendation for expulsion or option of long-term suspension, file complaint with police, seek recovery of damages through court of competent jurisdiction.</p>
<p>10a: Dangerous Weapons—Possession, use or threatening to use dangerous weapons or look alike such as, but not limited to: dagger, dirk, stiletto, knife with blade over three inches in</p>	<p>10a: Up to 10 days suspension, parent conference, file complaint with police; seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion</p>



<p>length, pocket knife opened by mechanical device, iron bar or brass knuckles. Look alike weapons of any kind (ex. Water guns, electronic toy guns, etc. are NOT permitted on school grounds at any time.</p> <p>10b: Possession, use or threatening to use a firearm.</p> <p><i>Note: The above offenses will be cumulative over the years during which the student is enrolled in Brighton Area Schools.</i></p>	<p>or long term suspension.</p> <p>10b: Any Offense – Permanent expulsion.</p>
<p>11. Verbal assault, intimidation or harassment based on race, ethnicity, religion, gender, handicap or other form of prejudice (threats—no bodily contact).</p>	<p>1st Offense—Warning, detention, or up to 3 days suspension. Subsequent Offense—Up to 5 days suspension</p>
<p>12. Verbal and/or written assault to staff (threats, no bodily contact)**</p>	<p>Any Offense—Suspension (1-10 days); possible recommendation for expulsion or long-term suspension.</p>
<p>13. Pushing, Wrestling, Tripping</p>	<p>1st Offense – Warning, Detention Subsequent Offense – Up to 5 days suspension</p>
<p>14. Hostile or aggressive physical contact</p>	<p>1st Offense—Suspension (1-10 days) and a possible recommendation for expulsion or long-term suspension. 2nd Offense—Suspension (5-10 days) and a possible recommendation for expulsion or long-term suspension. Subsequent Offense—10 day suspension with a recommendation for expulsion or a long-term suspension.</p>
<p>15. Assault against a student</p>	<p>Any Offense—Suspension or Expulsion up to 180 (Board of Education Policy 5610)</p>
<p>16. Inciting others to fight</p>	<p>1st Offense—Warning, detention, or up to 3 days suspension. Subsequent Offense—Up to 5 days suspension</p>
<p>17. Assault against a staff member**</p>	<p>Any Offense—Permanent expulsion (Board of Education Policy 5610)</p>
<p>18. Extortion or coercion: Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by physical force or threat (stated or implied).</p>	<p>1st Offense—Warning, detention, or suspension up to 3 days 2nd Offense—Up to 5 days suspension Subsequent Offense—10 day suspension with either a recommendation or expulsion or long-term suspension.</p>
<p>19. Spitting</p>	<p>Any Offense—Written warning, detention or suspension</p>
<p>20. Dangerous Objects—Possession, use or threatening the use of any weapons or dangerous object(s) capable of inflicting bodily harm, and not included in the section on “Matters Pertaining to Citizenship”, including but not limited to:</p> <p>A. Chains B. Knives</p>	<p>1st Offense—Confiscation* and warning, detention or suspension up to five days with either possible recommendation for expulsion or a long-term suspension. Subsequent Offense—10 day suspension, with either recommendation for expulsion or long-term suspension.</p>



<p>C. Toys resembling weapons or other dangerous objects.</p> <p>D. Fireworks, explosives, smoke bombs, toy weapons resembling any of the above.</p> <p>E. Stink bombs</p> <p>F. Lighters and matches</p> <p>G. Aerosols—other than those required for class projects.</p>	
Matters Pertaining to Disruption of the Educational Process	
<p>21. Cafeteria—Students may not leave the Cafeteria or remove food from the Cafeteria without permission from a Lunchroom Supervisor.</p>	<p>1st and Subsequent Offense -- Detention</p>
<p>22. Cheating/Plagiarism—copying the work of another and representing it as one’s work or knowingly providing work to another for presentation as their own.</p>	<p>1st Offense—Warning/Detention; loss of assignment credit 2nd Offense—2 day suspension and loss of assignment credit.</p>
<p>23. Closed Campus—Leaving any designated area without authorization from the principal or his/her designee from the time a student arrives on school grounds until school is dismissed. Students should remain out of academic areas of the building before and after school unless a pass has been issued.</p>	<p>1st Offense—Warning/detention 2nd Offense—1 day suspension Subsequent Offense—2 day suspension</p>
<p>24. Failure to attend detention—Failure to attend assigned disciplinary detention for violation of Student Code of Conduct</p>	<p>1st Offense—Double the detention time 2nd Offense—1 day suspension</p>
<p>25. False Identification – A student will not refuse to identify him/herself, use another person’s identification, or use/ provide false identification.</p>	<p>1st Offense – Warning/ Detention 2nd Offense – 1 day suspension Subsequent Offense – 2 day suspension</p>
<p>26. False Information – A student will not intentionally misrepresent information or lie to any school representative.</p>	<p>1st Offense – Warning/ Detention 2nd Offense – 1 day suspension Subsequent Offense – 2 day suspension</p>
<p>27. Forgery—Fraudulently writing the name of another person; falsifying time, dates, grades, reports, mandatory surveys, addresses or other data on school forms.</p>	<p>1st Offense—Warning/detention/1 day suspension 2nd Offense—1-2 day suspension Subsequent Offense—3 day suspension</p>
<p>28. Gambling</p>	<p>1st Offense—1 day suspension 2nd Offense—2 day suspension Subsequent Offense—5 day suspension</p>
<p>29. Inappropriate display of affection</p>	<p>Warning/detentions/suspension up to 5 days</p>
<p>30. Disruptive conduct</p>	<p>Warning/detentions/suspension up to 5 days</p>
<p>31. Indecency—Offending commonly recognized standards of health, safety, good taste in behavior and dress</p>	<p>Warning to suspension (up to 10 days) and either possible recommendation for expulsion or long-term suspension, at the discretion of the administrator, and depending on the severity of the</p>



<p>32. Instigation – A student will not directly or indirectly incite, encourage, persuade, or otherwise aid and abet conduct which constitutes a violation of this Code of Conduct.</p>	<p>offense. Warning/ detention/ suspension (up to 10 days) with possible recommendation for long-term suspension or expulsion at the discretion of the administrator, depending upon the severity of the offense.</p>
<p>33. Truancy—the failure to attend a full class period or a scheduled class activity.</p>	<p>Truancy of up to and including one day 1st Offense—1 day suspension 2nd Offense—2 day suspension Subsequent Offense—5 day suspension with parent conference required *Parents may have the option of arranging weekend community service time in lieu of each day of suspension. This must be supervised by parents and approved by school administration. Truancy of more than one day 1st Offense—2 day suspension* 2nd Offense—3 day suspension* Subsequent Offense—5 day suspension* * Parents may have the option of arranging weekend community service time in lieu of each day of suspension. This must be supervised by parents and approved by school administration. Truancy may also involve a referral to the Livingston County Truancy Officer.</p>
<p>34. Dress Code-- Dress or grooming which is disruptive to the educational process is prohibited.</p> <ul style="list-style-type: none"> ● Clothing and/or accessories that endorse any item or product related to tobacco, alcohol or other controlled substances are not permitted. ● Footwear must be worn. Hats are allowed in hallways and common spaces; and in classrooms at the discretion of the teacher. ● Decency, as interpreted by the administration and staff, is to be maintained at all times. ● Halter tops, mesh shirts, shirts which expose the midriff, tank-tops, short skirts, short shorts, shorts with slits or cutoffs, and other types of suggestive clothing, will not be permitted. ● Students must be covered shoulder to shoulder and from shoulder to mid-thigh. Shorts and other apparel worn must be mid-thigh or longer. ● Undergarments must not be exposed including over leggings. 	<p>1st Offense—Warning and sent to office until appropriate attire is secured. 2nd Offense—Warning, detention, or short-term suspension. Subsequent Offense—Short or long-term suspension with possible recommendation for expulsion.</p>
<p>36. Clothing—Clothing, clothing orientation accessories, or jewelry worn to indicate</p>	<p>1st Offense—Warning, detention, short-term suspension.</p>



<p>membership or advocacy of a gang or group whose purpose is to discriminate against others, is strictly forbidden. Gang related graffiti on personal effects will be confiscated. Hand signs indicating gang involvement are also strictly prohibited.</p>	<p>Subsequent Offense—Short-term suspension with possible recommendation for expulsion or long-term suspension.</p>
<p>37. Toys or recreational paraphernalia—Toys or recreational paraphernalia that are not intended for curricular or co-curricular activities are not permitted at school or on school buses. Examples may include skateboards, hockey sticks, electronic games, laser pens/pointers and glass bottles.</p> <p>38. Photograph/ Video/ Audio Recording – A student shall not photograph or make a video/ audio recording of another without permission.</p> <p>39. Persistent Disobedience or Misconduct – Accumulation of multiple and/or repeated Code of Conduct violations over time.</p>	<p>1st Offense—Conference/warning/confiscation—students are asked not to bring items to school.</p> <p>2nd Offense—Parent contact/detention/confiscation of item(s) until parent picks it up.</p> <p>Subsequent Offense—Parent contact/confiscation/up to 2 days suspension.</p> <p>Any Offense – Warning/ detention / suspension (up to 10 days) at the administrator’s discretion, depending upon circumstances</p> <p>Any Offense – Suspension (up to 10 days) with possible recommendation for long-term suspension or expulsion at the discretion of the administrator.</p>
<p>Matters Pertaining to Controlled Substances</p>	
<p>40. Tobacco—All types and paraphernalia, Imitation chewing tobacco, and electronic cigarettes (E-cigarettes).</p> <ol style="list-style-type: none"> Possession Use, sale and/or distribution on school property and/or at school activities. 	<p>1st Offense—Confiscation and one day suspension</p> <p>2nd Offense—Confiscation and 2 day suspension</p> <p>Subsequent Offense—Confiscation, 5 day suspension and either a recommendation for expulsion or a long-term suspension.</p> <p>1st Offense—Confiscation and 2 day suspension</p> <p>2nd Offense—Confiscation and 5 day suspension</p> <p>Subsequent Offense—Confiscation, 10 day suspension and either a recommendation for expulsion or a long-term suspension.</p>
<p>41. Students shall not possess or use alcohol, controlled substances, or mind-altering drugs and/or related paraphernalia on school property or during school-sponsored events. Students attending school activities after using these substances will be subject to this policy regardless of amount taken.**</p> <p>If a student is enrolled in an approved state licensed program, he/she will be eligible to continue credit through a hospital/homebound program and assignments will be given by the home where appropriate.</p> <p>42. Sale, distribution, furnishing or attempting to sell, distribute or furnish alcohol, controlled substances or mind-altering drugs.**</p>	<p>1st Offense – Option A</p> <ul style="list-style-type: none"> - 5 day suspension - A meeting with his/her parent(s) prior to re-admission - Possible recommendation for an assessment by a state-licensed agency for a determination of the student’s possible chemical dependency. <p>OR</p> <p>1st Offense—Option B</p> <ul style="list-style-type: none"> - 10 day suspension - Meeting with his/her parent(s) prior to re-admission <p>2nd Offense—10 day suspension pending a hearing with a recommendation for long-term suspension or expulsion.</p> <p>Any Offense—10 day suspension pending a hearing with a recommendation for expulsion or</p>



	long term suspension.
43. Selling, furnishing or possessing substances purported or represented to have the effects of controlled drugs. **	<p>1st Offense—Option A</p> <ul style="list-style-type: none"> - 5 day suspension - A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student's chemical dependency. <p>OR</p> <p>1st Offense—Option B</p> <ul style="list-style-type: none"> - 10 day suspension - A meeting with his/her parent(s) prior to readmission <p>2nd Offense—10 day suspension; disciplinary hearing with a recommendation for expulsion.</p>
44. Use of substances purported or represented to have the effects of controlled drugs.	<p>1st Offense—Option A</p> <ul style="list-style-type: none"> - 5 day suspension - A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student's chemical dependency. <p>OR</p> <p>1st Offense—Option B</p> <ul style="list-style-type: none"> - 10 day suspension - A meeting with his/her parent(s) prior to readmission <p>2nd Offense—10 day suspension; disciplinary hearing with a recommendation for expulsion.</p>
45. Sale, distribution, furnishing, possession, or attempting to furnish those drugs that affect general metabolism including but not limited to, prescription or over-the-counter drugs.**	<p>1st Offense—Option A</p> <ul style="list-style-type: none"> - 5 day suspension - A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student's chemical dependency. <p>OR</p> <p>1st Offense—Option B</p> <ul style="list-style-type: none"> - 10 day suspension - A meeting with his/her parent(s) prior to readmission. <p>2nd Offense—10 day suspension; disciplinary hearing with a recommendation for expulsion</p>
46. Use of substances or represented to be controlled drugs or those drugs that affect general metabolism including but not limited to prescription or over-the-counter drugs. **	<p>1st Offense—Option A</p> <ul style="list-style-type: none"> - 5 day suspension - A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student's chemical dependency. <p>- OR</p> <ul style="list-style-type: none"> - 1st Offense—Option B



	<ul style="list-style-type: none"> - - 10 day suspension - A meeting with his/her parent(s) prior to readmission. <p>2nd Offense—10 day suspension; disciplinary hearing with a recommendation for expulsion.</p>
<p>** Violation of the Code of Conduct as identified above will be cumulative over the years during which the student is enrolled in Brighton Area Schools. Police referrals will be made in accordance with State law. Other referrals to police may be made at the discretion of the building administrators. Parent(s) will be informed of all police referrals.</p>	

Cumulative Referral Policy

Goal: To make a positive change in behavior

The accumulation of discipline referrals carries the consequences listed below. Consequences in this chart may supersede the usual consequences for handbook infractions.

- Level 1 After four referrals—Conference with student

- Level 2 After five referrals—Student conference; parents notified

- Level 3 On ninth referral—Conference with student; parents notified; Out of School Suspension

- Level 4 One the twelfth and all subsequent referrals—Student conference; parents notified; Out of School Suspension



BRIGHTON AREA SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Overview

Technology access is available to staff and students of the Brighton Area Schools (the District). We are pleased to bring this access to the district and believe the Internet technology offers vast, diverse, and unique resources to users. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Brighton Area Schools provides technology in furtherance of educational goals and mission of the District. Unauthorized and inappropriate use may result in loss of technology access, as well as other disciplinary measures. Specifically, as required by the Children's Internet Protection Act, inappropriate use includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The use of Brighton Area Schools' technology is a privilege, not a right, which can be revoked at any time by the district. Any questions that users may have concerning appropriate use should be addressed to the Director of Technology.

Rights and Responsibilities

Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. Users, the district and system administrators do not condone the use of such materials and do not permit usage of such materials in district and school environments. Users and parents of students accessing the system should be aware of the existence of such materials and are responsible for monitoring usage of the system. Users will not knowingly bring such materials into the district and school environment.

As required by the Children's Internet Protection Act, the school district has implemented filtering software intended to block a minor's access to visual depictions that are obscene, child pornography, harmful to minors, or that the school district determines to be inappropriate for minors. Minors may use email and other forms of direct electronic communications only for educational purposes.

Despite the precautions that the school district may take to prevent access to potentially objectionable content, the district does not guarantee that school officials will control user access to such materials, or that users will not have access to such materials while using the school district's technological resources. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of technology. Users accessing the school's technology equipment assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of technology. Users are specifically



prohibited from taking any unauthorized actions to bypass or disable the district's technology protection measures, to access another user's account, or to share passwords.

It shall be the responsibility of all members of the Brighton Area Schools staff, students, and parents to educate, supervise, and monitor appropriate use of the district's technology in accordance with this policy and all applicable laws and regulations.

Brighton Area Schools will not be responsible for any damages suffered by the user. Use of any information obtained through the district's technology is at the user's own risk. Brighton Area Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

The system administrators and the Board do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the users' requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected.

There is no expectation of privacy in the Brighton Area Schools technology systems. Any data may be accessed by others and may be subject to subpoena and Freedom of Information Act requests. Data relating to or in support of illegal activities may be reported to the authorities.

Users are responsible for retaining their own emails or other records on this system pursuant to all applicable laws and regulations. The District does not necessarily backup user records.

To the extent that any member of the Brighton Area Schools staff or students use non-district technology services to communicate information regarding the schools or its staff or students, this policy still applies. This includes posting information, videos, or photos on services such as Facebook, YouTube, or Flickr. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services.

To the extent that any member of the Brighton Area Schools staff or students use non-district technology equipment while on district property or on district-related activities, this policy still applies. This includes devices such as cell phones, book readers or tablets. Users and parents/guardians of students acknowledge that the district cannot filter non-district network services such as cellular phone networks, nor control content stored on non-district equipment.

I have read the Acceptable User Policy, and I understand that access to technology is designed for educational purposes and that the District has taken available precautions to restrict and/or control access to material that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the District to restrict access to all objectionable and/or controversial materials. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials I or my child may acquire or come in contact with. I further understand that I or my child may be liable for violations.



Furthermore, I agree to all of the following conditions of access:

- As a parent/guardian, I give permission for my child to use and access technology at school and for the district to issue any technology accounts to my child, including email or other technology services hosted by the district or the district's service providers.
- For any content that I or my child create on the district's servers or the district's service providers, I authorize and license the use of that content to the district.
- As a parent/guardian, I authorize and license the district to post my child's class work on technology systems.

Signature _____ User's Name _____

Date _____ (Parent/Guardian Name) _____



STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board may monitor online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents / guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents / guardians may find inappropriate, offensive, objectionable or controversial. Parents / Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet while on district premises or at district events or using district equipment assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, that any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that any student uses non-district technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos on services such as Facebook, YouTube, or Flickr. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. Users and parents/guardians of students further acknowledge that the district cannot filter non-district communication services such as cellular phone networks, nor control content stored on non-district equipment.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for



communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a website hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

For my child to use District technology systems:

- ◆ I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- ◆ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- ◆ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a webcam.
- ◆ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____ Date: _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.



Scranton Middle School “Bring Your Own Device” Policy

Technology plays a large role in our students’ lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Scranton Middle School is committed to allowing responsible, learning-centered use of personal devices at school in order to provide as many pathways to understanding as possible for our students.

General Information:

Access to Scranton’s wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. Student use of Brighton Area Schools’ network allows staff to conduct investigations regarding inappropriate internet use.

Guidelines for Use:

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
- The use of personal devices falls under Brighton Area Schools’ Acceptable Use Policy, found in the student handbook.
- Students shall make no attempt to circumvent the school’s network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not take nor distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Consequences for Misuse/Disruption (one or more may apply and are based on the severity of the infraction):

- Disciplinary Referral resulting in verbal warning or detention
- Disciplinary referral resulting in suspension
- Student is not allowed to use personal devices at school
- Student is suspended or banned from use of school internet

School Liability Statement:

Students bring their devices to use at Scranton at their own risk. It is their duty to be responsible for the upkeep and protection of their devices (we highly recommend contact information on every device).

Scranton Middle School is NOT responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are stolen or lost at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues, etc.)

I have read and understand the BYOD Policy.

Print Student’s Name

Student Signature

Parent Signature

