

**BRIGHTON  
HIGH SCHOOL  
HANDBOOK**

**2023-2024**

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## Important Information

**District Website:**

<https://www.brightonk12.com/>

**Brighton High School Website:**

<https://www.brightonk12.com/site/Default.aspx?PageID=4633>

**Board Policies**

Board Policies are available at:

<https://meetings.boardbook.org/Public/Organization/2615>

**Address:**

Brighton High School

7878 Brighton Rd.

Brighton, MI 48116

**Contact Information:**

Main Office: (810) 299-4100

Fax: (810) 299-4111

Special Education: (810) 299-4080

Transportation: (810) 299-3890

Athletics: (810) 299-4185

**Administration:**

Superintendent: Dr. Matthew Outlaw

Assistant Superintendents:

Dr. Elizabeth Mosher – Assistant Superintendent for Curriculum & Instruction

TBD – Assistant Superintendent for Business & Finance

TBD – Executive Director of Human Resources

High School Principals:

Mr. Gavin Johnson – Lead BHS and 12th Grade Principal

Ms. Tracie Richards – 11th Grade Principal

Mr. Nathan Grabowski – 10th Grade Principal

Mr. Matthew Evans – 9th Grade Principal

Special Education Director: Ms. Michelle Allison

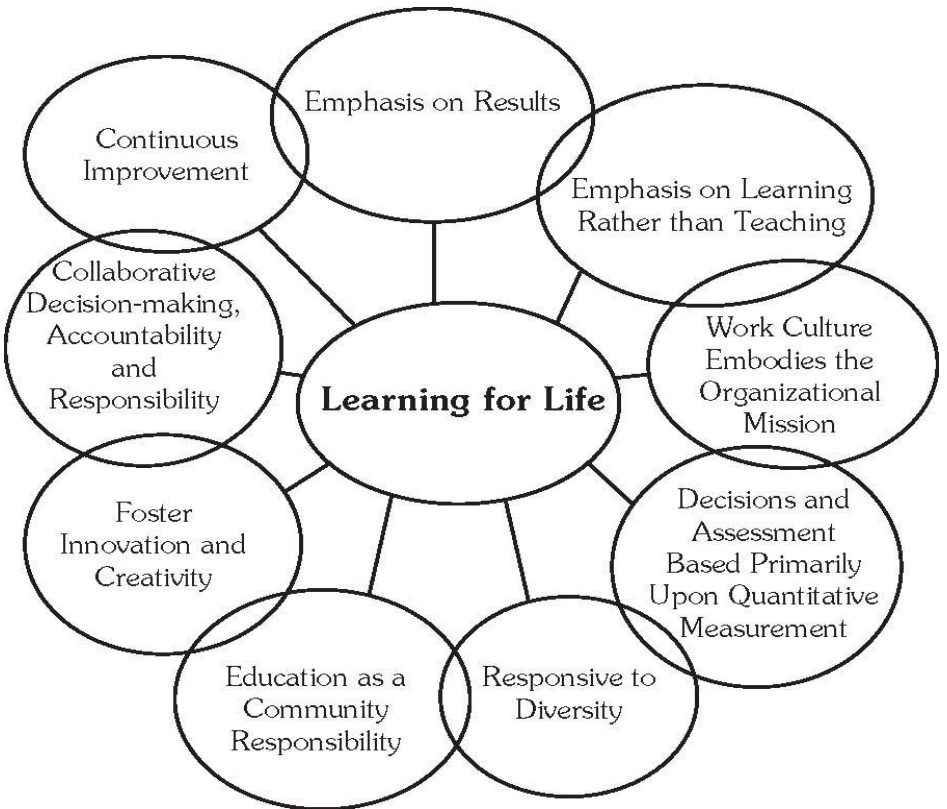
Athletic Director: Mr. John Thompson

Transportation Director: Ms. Laura O’Lewin

**BRIGHTON BOARD OF EDUCATION**  
**Statement of Philosophy and Guiding Principles**

The home and parent play a major role in the implementation of a school philosophy. Without question, the home is the dominant influence on every child and, therefore, it is necessary for the home and school to work together. The school staff is working within the framework of our Board of Education’s philosophy and goals. The District’s mission statement is *Learning for Life*; each Brighton graduate is prepared as a lifelong learner to use academic and life skills to be self-sufficient, resourceful, an effective communicator and a productive citizen who contributes to our democratic society within a global community.

**GUIDING PRINCIPLES**



The Brighton Area School District supports the State of Michigan in requiring the teaching of core democratic values and constitutional principles. These include, but are not limited to: truth, justice, equality, liberty, diversity, the common good, the rule of law, and individual rights.

We intend that students will learn respect, responsibility and caring for self, others and the environment. Further, we expect all students and adults to practice honesty, fairness and responsible citizenship, which is essential to being good community members. We recognize that each school has needs unique to the pupils it serves. Our basic goal is to provide students with the foundation that will allow students to acquire skills and attitudes to reach our mission.

### **PREFACE**

Per Board Policy 5205, the Superintendent or designee will ensure that each school develops, publishes, and regularly updates a student handbook, the content of which must be consistent with these Policies. Each student handbook must contain a student code of conduct. A student handbook has the force and effect of Board Policy.

This handbook, a cooperative effort of students, teachers, parents, and administration, sets forth the rules and regulations that govern the students' involvement with the academic, social, and recreational programs of Brighton High School. The goal is to promote learning for life in a safe, drug, and violence free environment. It is recognized that guidelines are necessary if an orderly operation is to be achieved. This handbook has been adopted as policy by the Brighton Area Schools Board of Education to accomplish that goal. In addition to the guidelines in this handbook, all Board of Education policies apply.

BHS Administration advises that this handbook is not intended to be all-encompassing, that it does not create a contract between the school and parents or students, and that school officials may revise the handbook to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if a situation is not specifically addressed, the school will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with the school's best interests.



## **Unlawful Discrimination, Harassment, and Retaliation Against Students**

The District prohibits unlawful discrimination. For purposes of this Policy, “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.

This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment.

Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3118.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school.

The District will comply with all applicable state and federal laws related to unlawful discrimination.

### **A. Student Handbooks**

The Superintendent or designee will include in student handbooks a statement explaining the District’s policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

### **B. Types of Unlawful Harassment**

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment. Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

### C. Reporting Requirements

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected unlawful discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

#### D. How to Report Unlawful Discrimination

If you or someone you know has been the victim of unlawful sex-based discrimination, you may file a report with any District employee or with the Title IX Coordinator:

Assistant Superintendent of Human Resources  
125 S. Church Street  
Brighton, MI 48116  
810-299-4090  
titleix@brightonk12.com

Director of Special Education  
125 S. Church Street  
Brighton, MI 48116  
810-299-4081  
titleix@brightonk12.com

Formal Complaints of Title IX Sexual Harassment must be filed with the Title IX Coordinator. For information on the District's Title IX Sexual Harassment Grievance Process, see Policy 3118.

If you or someone you know has been the victim of disability-based discrimination, you may file a complaint with:

Director of Special Education  
125 S. Church Street  
Brighton, MI 48116  
810-299-4081  
titleix@brightonk12.com

If you or someone you know has been the victim of any other type of unlawful discrimination, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Assistant Superintendent of Human Resources  
125 S. Church Street  
Brighton, MI 48116  
810-299-4090  
titleix@brightonk12.com

A report of unlawful discrimination may be made verbally or in writing. The coordinators identified above will document all unlawful discrimination reports, as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirements.

### E. Complaint Process

Any person who has been the victim of unlawful discrimination or any person who has witnessed an incident of unlawful discrimination may make a complaint at any time. District personnel who receive a complaint of unlawful discrimination must immediately document the reported incident and notify the appropriate coordinator identified above by the end of the next school day.

### F. Remedies/Consequences

The District will take appropriate and effective measures to promptly remedy effects of unlawful discrimination. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

- providing an escort to ensure that the victim can safely attend classes and school activities;
- providing the victim with school-based counseling services;
- providing the victim with academic support services, such as tutoring;
- rearranging course schedules, to the extent practicable, to minimize contact between the victim and perpetrator;
- moving the victim's or the perpetrator's locker;
- issuing a "no contact" directive to the perpetrator; or
- imposing discipline, up to and including suspension or expulsion, consistent with Policy 5206 and the student code of conduct.

Whenever possible, the District will strive to ensure that the victim's academic and other school-related schedules remain intact.

These remedies may also be available to any other student who is or was affected by unlawful discrimination.

The applicable coordinator should also consider whether broader remedies are required, which may include, but are not limited to:

- assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
- additional staff training;
- a climate survey; or
- letters to students, staff, and parents/guardians reminding them of their obligations under this Policy and applicable handbooks.

If the alleged victim is a student with a disability, the Superintendent or designee will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the alleged victim continues to receive a free appropriate public education.

## G. Office for Civil Rights

Any person who believes that he or she was the victim of unlawful discrimination may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education  
Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: OCR.Cleveland@ed.gov

This complaint may be filed before, during, or after filing a complaint with the District. A person may forego filing a complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to unlawful discrimination also file a complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions. An investigation by OCR will occur separately from any District investigation.

## Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

### Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Assistant Superintendent of Human Resources  
125 S. Church Street  
Brighton, MI 48116  
810-299-4090  
titleix@brightonk12.com

Director of Special Education  
125 S. Church Street  
Brighton, MI 48116  
810-299-4081  
titleix@brightonk12.com

# ACADEMIC REQUIREMENTS AND STANDARDS

## Credits

Courses meeting five (5) days a week for one year receive one (1) credit; courses meeting for one semester receive one half (1/2) Credit. Students are required to maintain and attend a complete class schedule.

## Graduation Requirements

All students must meet the following course requirements listed below.

A. Earn twenty-two (22) credits in the following areas:

English.....	4 Credits
Mathematics.....	4 Credits
Science.....	3 Credits
Social Studies.....	3 Credits
Health Education.....	1/2 Credit
Physical Education Credit.....	1/2 Credit
World Language.....	2 Credits
Visual, Applied or Performing Arts.....	1 Credit
Electives.....	4-6 Credits

Any variation of these requirements – please refer to the BHS Curriculum Guide

## Other Credit Requirements:

- Students are required to maintain and complete a full class schedule (currently 6 courses per day).
- Credits received via testing out may be used to meet the Michigan Merit or prerequisite requirements. The credit will be included on their transcript, but not count toward the 22 credits required for graduation.
- State of Michigan Standardized Assessments - All Students receiving a Brighton High School diploma are required to earn valid scores on the assessment. Valid scores mean that the student must make an honest, serious effort on the exam; it does not mean that the student must earn a specific score.
- Unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services, as a requirement for graduation, a high school student must participate in all state or federal academic testing programs in which the student is eligible to participate and which the School District is required to administer. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma and will preclude that student's participation in graduation commencement exercises. The Superintendent or his/her designee must approve any deviation from this requirement.
- Personal Curriculum  
In some cases, it may be appropriate to modify the Michigan Merit Curriculum for a student. Modifications may only be made in accordance with state law. The parent/guardian of a student who has completed grade 9 or a student who has reached age 18 may request a personal curriculum. A teacher or school counselor may request that the District consider providing a student

with a personal curriculum. If requested by a teacher, the teacher must currently teach or have expertise in a subject area proposed to be modified by the personal curriculum or the building principal must determine that the teacher has qualifications relevant to developing a personal curriculum. In all cases, a student's personal curriculum must be developed in accordance with state law. The District will annually notify parents/guardians of their ability to request a personal curriculum.

- **Earning Credit**

The District will grant credit to a student who successfully completes a course. Successful completion means that the student has demonstrated mastery of the state- or District-approved subject area content standards for the course by obtaining a D- or higher grade in the course based, in part, on at least 1 state or District-approved assessment. Alternatively, the District will grant equivalent credit for a required Michigan Merit Curriculum course if the student earns a qualifying score, as determined by MDE or by the District, on a state- or District-approved assessment (i.e., "testing out"). The District will grant equivalent credit for a course if the student demonstrates a reasonable level of mastery by achieving a C+ or better on the final examination for the course or, if there is no final examination, by demonstrating subject area content knowledge by obtaining a C+ or better on an alternative assessment, such as a portfolio, performance, paper, project, presentation, or other established means. A student who earns credit in a course by "testing out" will not earn a grade in the course, and the credit will not be considered for determining grade point average or any honors earned based on grade point average.

The District will grant a student credit toward a diploma or alternative certificate if the student successfully completes, before entering high school, a state-mandated curriculum requirement by demonstrating proficiency on the content expectations for that curriculum requirement, either through successfully completing the course or by testing out.

Once a student earns credit in a course, either by successfully completing the course or by testing out, the student may not earn additional credit for the course or for a lower level course in the same subject.

The Board will recognize credits earned at other public schools and at accredited nonpublic schools. For students transferring from a home school program, the Superintendent or designee will assess whether the home school credit reflects proficiency in state and District content expectations for each course for which the student seeks to transfer credit. If the Superintendent or designee determines that the student is proficient in the subject area content, the District will award transfer credit.

- 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students may be required to take practice assessments.



## **Class Rank**

The Superintendent or designee may establish criteria for determining student class rank, eligibility for honor roll, and other academic recognition. The criteria will be published annually in the applicable student handbook(s). The Superintendent's or designee's determination of criteria under this Policy and decisions about class rank, honor roll, and other academic recognition are final. Nothing in this Policy may be construed to require class ranking, honor roll, or other academic recognition.

## **Senior Recognition**

The District will recognize the outstanding achievement of its graduating seniors in the following manner:

### **Senior Class Rank**

A senior's class rank is based on the average of all semester grades earned by the end of the seventh semester.

### **Graduation Honors**

Graduation honors will be awarded according to the following guidelines:

Summa Cum Laude: Student who graduates with over a 3.8 GPA

Magna Cum Laude: Student who graduates with a GPA of 3.5 through 3.79

Cum Laude: Student who graduates with a GPA of 3.3 through 3.49

Valedictorian and Salutatorian will be awarded based on highest cumulative GPA after completion of the 7th semester.

## **Class Standing**

Annually, student credits are evaluated to determine a student's grade level placement. The following is a minimum number of credits a student must have earned to achieve a particular grade level:

<b><u>Standing</u></b>	<b><u>Credits</u></b>
Sophomore	4.5
Junior	10.5
Senior	15.5

BHS students have four years to complete the Michigan Merit Curriculum requirements to graduate. Any student not completing these requirements within the four years will complete their high school requirements at the alternative high school. Any student not on track with the above requirements may be referred to the Bridge Alternative High School.

## **Summer School**

The District may offer a summer school program to provide additional educational opportunities for students who need remedial instruction, credit recovery, or enrichment experiences. Participation in summer school may be strongly encouraged to keep a student on track toward graduation or to allow for continued attendance at Brighton High School.

## Grades

The Superintendent or designee will develop and implement student grading guidelines to be used by teachers. The objective of grades is to quantify and report each student's academic achievement. The building principal will publish grade-change procedures, if any, for the school building in the student handbook. All procedures must be consistent with Board Policy.

## Personal Management Grade

Good citizenship is an expected outcome of good education; therefore, to keep parents informed and to encourage students to demonstrate the traits of a good citizen, teachers may include this number on the report card.

1. Exceeds Expectations
2. Meets Expectations
3. Below Expectations

## Progress Reports

At the midway point of each quarter, all students will receive a progress report in each class. Progress reports may be viewed online at each of these intervals. These serve as an indication to students and parents as to academic standing while time remains to make corrections prior to the issuance of report cards. Parents and students are encouraged to make appointments with teachers in whose classes problems exist.

## Report Cards

The student school year is divided into four (4) quarters with report cards issued at the conclusion of each one. At the conclusion of each semester, report cards will include the average of two quarterly assessments and quarterly grades. Final semester grades are determined by combining two *quarterly* card marking letter grades (each *contributing 40% to the final semester grade*) and exam grade (*contributing 20% to the final semester grade*). The exam letter grade is determined by the *percentage* average on the two quarterly assessments.

## Quarterly Assessments

Quarterly assessments must be taken as a part of the total course requirements. The quarterly assessments count as 20% of the semester grade. Quarterly assessments are expected to be taken at the regularly scheduled time. If quarterly assessments are not taken, then the quarterly assessment grade and the semester grade will be marked "I" (Incomplete). Seniors may be exempt from end of year assessments if they meet the academic, attendance and behavioral criteria as determined by the Brighton High School administration.

## **Incompletes**

When, in a teacher's opinion, illness or other valid reasons have interfered with the student's ability to meet class deadlines, an incomplete can be given rather than a grade. In such cases, each student will have three (3) weeks to complete the work. Failure to comply with this condition or make other administratively approved arrangements may result in the issuance of a 0 on any work that is still missing at the agreed upon deadline.

## **On Line Learning**

Students may enroll in up to two online courses during a semester. A student may request more than two online courses in a semester due to extenuating circumstances. Participating in more than two online courses in a semester requires administrative approval. Students taking online courses must adhere to the Online Learning Policy Agreement. Students are expected to follow the course pacing guide and monitor their progress. Any student more than one week behind according to the course pacing guide, may be required to work onsite.

If a student fails an online course they will no longer be eligible to enroll in a future online course during their high school duration.

## **Testing Out**

Under Michigan law, (MCL 380.1279b) a student who chooses to receive credit for a high school course without enrolling in the course may do so by attaining a passing grade of not less than 78% for the final exam and/or other requirements including: comprehensive paper, portfolio, presentation, project, or assessment in the course. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

Successfully attained credit under this policy will earn a grade of "pass", and it will appear as a "G" on their transcript. It shall not be used in computations of grade point average nor counted toward the total required credits for graduation. Testing out may be used to fulfill prerequisites for other courses and/or subject area requirements.

Testing out may also be used to recover the credit as a result of failing a course.

Further information on testing out guidelines is available at the Brighton High School website.

## **Credit Recovery**

Credit recovery is offered at Brighton High School in on-line learning lab or summer school. Summer school programming is purchased by the student/family. Students who need to make up classes should see their counselor.

## **Academic Letter**

Students may earn an academic letter by achieving a minimum of a 3.5 grade point average for two consecutive semesters and must be registered at Brighton High School during both semesters to qualify. Academic Award events to reward these students are sponsored by the PTO and take place every semester.

## **Commencements**

High School Commencement exercises shall be held to recognize those students who have successfully completed the required courses as defined by the Michigan Merit Curriculum and earning at least 22 credits. In order to encourage high standards of student conduct and behavior, administration may deny a student the privilege of participating in commencement exercises based on the following:

- Any student suspended from school after May 1<sup>st</sup>
- Any student failing to complete all course or credit requirements, including online courses, by the last full day scheduled for seniors.

## **National Honor Society – Brighton Chapter**

Juniors are considered for membership to the National Honor Society following the first semester of their junior year. NHS is an honorary organization sponsored by the Brighton High School faculty and the National Association of Secondary School Principals. The four criteria by which a student is evaluated for membership are scholarship, leadership, service, and character. Students must have a minimum cumulative GPA of 3.5, demonstrate leadership roles within and/or outside of school, demonstrate service activity without any direct financial or material compensation to the individual, and show qualities of respect, responsibility, trustworthiness, fairness, caring, and citizenship.

The selection process follows these steps:

1. Those students scholastically eligible by earning a 3.5 cumulative GPA are invited to complete a Student Information form and write a Personal Statement.
2. Feedback regarding these students is solicited from faculty members.
3. Discipline and attendance records are reviewed.
4. Students are notified and either accept or decline membership.

## 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 full rights of citizenship as delineated in 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.

### RIGHTS AND RESPONSIBILITIES

As a citizen and student you are guaranteed certain rights; along with these rights you must accept responsibilities. You have the right to pursue self-fulfillment and the responsibility not to infringe on the rights of others. Some of the most significant rights and responsibilities in the school setting are:

- |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. <b><i>The right to:</i></b> Pursue, through study and self-application, a quality education and to attain personal goals through participation in the entire school program.                                                                                  | <b><i>The responsibility to:</i></b> Attend classes daily, be on time to all classes, and obey school rules.                                                                    |
| B. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis. | Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and to respect the dignity and worth of other individuals. |
| C. Practice freedom of speech, freedom of expression of ideas, and freedom of the press keeping in mind recent Supreme Court decisions.                                                                                                                          | Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.                                                                                         |
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D. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.	Develop tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
E. Participate in patriotic exercises or refrain from participating.	Respect the rights of classmates who do or do not wish to participate.
F. Be secure in their persons, and effects against unreasonable searches and seizures, privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or school regulation.	Respect the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law, the school code of conduct, and which are not hazardous to any person or property and to accept the consequences for articles in school lockers.
G. Fair, reasonable and impartial treatment when being disciplined for violation of school rules.	Be familiar with school rules (see Code of Conduct). Be accepting of fair and reasonable discipline. Follow prescribed procedures for appealing the discipline imposed.
H. Expect that school will be a safe place for all students to gain an education and participate in school-sponsored events.	Be aware of all the rules and regulations related to student behavior, conduct and upon request identify themselves to school authorities via school ID.
I. Attend school sponsored off-campus events.	Observe the same standards of conduct as required in school.

## **Student Government and Athletics Rights and Responsibilities**

Any student involved in student government or athletics should receive a copy of the code of conduct of that activity from the coach or sponsor. Students must meet the standards for individual sports and/or student government policies in addition to those outlined in this handbook.

## **Guidelines for Participation in Athletic & Extra Curricular Activities**

### **Purpose**

The purpose of extra curricular activities is to provide students an opportunity to develop leadership, teamwork and communication skills. Additionally, participation in extra curricular and athletics activities is intended to strengthen the student's connection to the school and its staff, thereby enhancing the school climate for all. Extra curricular and athletics activities enhance the development of character and the sense of responsibility both toward oneself and toward others. Extra curricular and athletic options also provide opportunities to learn the new roles and healthy activities that may connect with career pathways.

### **Athletic Eligibility**

All Brighton High School students are eligible to participate in athletic activities provided:

- they adhere to the policies and procedures of Brighton Area Schools, as set forth in the Student Handbook.
- they maintain a grade point average of 1.665 (C-) and meet the requirements for credit in all classes. If they fail to pass all of their classes, eligibility will be lost until reinstated by administration.

### **Attendance Requirement**

As a reminder, school and athletic department policy state that a student must be in attendance for their full instructional day in order to participate in any practices, games, or performance unless administrative approval is obtained.

### **Extra Curricular and Athletics Trips**

The Superintendent or designee will annually publish in the student handbook(s) procedures for student transportation to and from extracurricular and athletic events. The procedures will comply with Policy 3105.

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a trip may result in disciplinary action and exclusion from future trips.

## **Extra Curricular Activity Eligibility**

•they adhere to the policies and procedures of Brighton Area Schools, as set forth in the Student Handbook.

•the Bylaws as adopted by the organization and approved by administration are followed. Bylaws include the following information, as applicable:

Name of the Club or Student Group

Purpose

Membership

Duties of Members

Removal from Membership

Attendance

Meetings

Committees (if applicable)

Voting

Required Activities

Meeting Structure

Qualifications for Officers and Elections

Bylaw amendment procedures

## **Awards**

Students are eligible for certificates, school letters or other recognition in accordance with the criteria established and approved for each co-curricular activity.

## **Suspension/Exclusion from Extra Curricular and Athletics**

### **Activities**

All students participating in extra curricular and athletics activities are expected to comply with the policies and procedures of Brighton Area Schools as set forth in the Student Handbook. Any student suspended may not participate in, or attend extra curricular and athletics activities during the date(s) of the suspension, including weekend activities.

Generally, a student suspended on a given day is excluded from activities on that date, but the administrator reserves the right to extend that exclusion to the afternoon/evening before the suspension date. In the case of vacation periods that may cause extended removal from activities, the administration may make exceptions.

### **Student Code**

The Student Code of Conduct extends to off campus activities held by clubs and student government as well as on campus activities.

## **Ethical Standards**

All B.H.S. students involved in activities are representing Brighton High and are expected to exhibit and subscribe to a code of ethics and accept the direction of their sponsor/advisor.



## Disciplinary Process

1. **Warning** – A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
2. **Student Conference** – A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.
3. **Parent and/or Guardian Conference** – A conference involving the parent(s) and/or guardian(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parent(s) and/or guardian(s). The student may also be involved in a parent and/or guardian conference.
4. **Referral to a Resource Agency or Person** – Referral to an in-school or out-of-school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavior problem.
5. **Detention** – A student in violation of a school rule or policy may be required to spend a specific period of time before or after school in a specific location assigned by a teacher or administrator. A staff member will actively supervise such detention.
6. **Alternate Disciplinary Action** – The teacher or administrator may offer an alternative form of disciplinary action. Such action will be defined and described by the building administrator. This may or may not include In School Suspension (ISS).
7. **Suspension and Expulsion From School -**

When other procedures fail to produce satisfactory behavioral changes, or where specifically required by the nature of the problem, a student may be excluded from school. Such exclusion may involve any of the following or combination thereof: suspension from a class, subject or activity for up to one (1) full school day, suspension pending investigation, suspension for a period of one (1) to ten (10) school days, suspension pending expulsion, long-term suspension of eleven (11) to one hundred and eighty (180) school days, and/or expulsion. In the event an offense is committed which requires additional investigation prior to final determination of the penalty to be imposed, a suspension may be imposed during the investigation. Short-term suspension is defined as removal from school for a period not to exceed ten (10) school days. Long-term suspension is defined as removal from school for a period of eleven (11) school days and up to one hundred and eighty (180) school days. Expulsion is defined as removal of the student from school attendance in the district. Expulsion may be for a period in excess of one (1) school day up to permanent removal from school attendance. In some cases, where expulsion is being considered, a suspension may be invoked pending the decision. (It should be noted that dates of suspension are dates that school is in session. This excludes snow days, holidays and vacation days.)

## **Student Discipline - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student:

- A. intentionally disrupted the class, subject, or activity;
- B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- C. was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **LONG-TERM SUSPENSION OR EXPULSION CONSIDERATION**

Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors. Consistent with Michigan law, the School District adopts a rebuttable presumption that states students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the student's misconduct or behavior;
5. Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
6. Whether restorative practices will be used to address the student's misconduct or behavior; and,
7. Whether less severe discipline would properly address the student's misconduct or behavior.

8. ***Suspension/Exclusion from Extra Curricular and Athletic Activities*** - Any student suspended may not participate in or attend extra curricular and athletics activities during the date(s) of suspension, including weekend activities. Generally, a student suspended on a given day is excluded from the activities on that date, but the administrator reserves the right to extend that exclusion to the afternoon/evening before the beginning suspension date. In the case of vacation periods that may cause extended removal from activities, the administration may make exceptions.

9. ***Student Discipline***

**A. Student Discipline - Generally**

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

**B. Applicability**

This Policy applies to student conduct that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school, including at a bus stop; and
5. at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

**C. Student Code of Conduct**

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies; and
4. include a copy of Policy 5206E entitled “Suspension from Class, Subject, or Activity by Teacher.”

#### D. Definitions

For purposes of this Policy:

1. “suspend” or “suspension” means a disciplinary removal from school for less than 60 school days;
2. “expel” or “expulsion” means a disciplinary removal from school for 60 or more school days;
3. “restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct; and
4. “Mandatory 7 Factors” means the following:
  - a. the student’s age;
  - b. the student’s disciplinary history;
  - c. whether the student has a disability;
  - d. the seriousness of the behavior;
  - e. whether the behavior posed a safety risk;
  - f. whether restorative practices are a better option; and
  - g. whether lesser interventions would address the behavior.

#### E. Restorative Practices

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s objective of minimizing out-of-school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying. All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

#### F. Discretionary Suspension or Expulsion

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

### 1. Building Administrators - 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct. A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the building administrator must consider the Mandatory 7 Factors. Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### 2. Superintendent - Less than 60 school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors. Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing. Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### 3. Panel Hearing - Suspension or Expulsion

The Board delegates authority to suspend or expel a student to a Disciplinary Panel consisting of at least one Board of Education member and four District administrators (the "Panel"). The Panel may suspend or expel a student for an offense consistent with the student code of conduct.

Before exercising this authority, the Panel must consider the Mandatory 7 Factors.

Any time the Panel finds that a suspension of more than 10 school days or expulsion is warranted, the Panel must base the rationale on the Mandatory 7 Factors and explain the rationale in writing. Before exercising this authority, the Panel must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### G. Criminal Sexual Conduct – Discretionary Suspension or Expulsion

If a student commits criminal sexual conduct, as defined in Revised School Code Section 1311, against another student enrolled in the District and expulsion is not mandatory under Policy 5206 H.3, the District may suspend or expel the student even if the student has not been criminally charged, subject to consideration of the Mandatory 7 Factors. Before exercising this authority, the District must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

## H. Mandatory Suspension or Expulsion

Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Panel. As explained below, the Board recognizes that in some circumstances the Panel may choose not to suspend or expel a student. Nothing in this section may be construed as limiting the Panel's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.

### 1. Possession of a Dangerous Weapon

#### a. Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Panel will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the firearm;
- the student did not know or have reason to know that the firearm constituted a "dangerous weapon"; or
- the student possessed the firearm at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Panel will not expel the student unless the Panel finds that, based on the circumstances, expulsion is warranted.

#### b. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Panel will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. The Panel is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the weapon;
- the student did not know or have reason to know that the instrument or object constituted a "dangerous weapon"; or
- the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear

and convincing manner and the student has not been previously suspended or expelled from school, the Panel will not expel the student unless the Panel finds that, based on the circumstances, expulsion is warranted.

c. Applicable Definitions for Dangerous Weapon Offense

1. “Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.
2. “Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
3. “Firearm” means (i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (ii) the frame or receiver of any such weapon; (iii) any firearm muffler or firearm silencer; or (iv) any destructive device. “Firearm” does not include an antique firearm, as defined by 18 USC § 921.
4. “Destructive device” means (i) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (ii) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

d. Additional Procedures for Dangerous Weapon Expulsion

The Superintendent or designee must ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and notify the student’s parent/guardian (or the student, if the student is at least age

18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Superintendent or designee must also make a referral to local law enforcement and contact the student's parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in a school vehicle. If a District official confiscates a dangerous weapon, the District official will give the dangerous weapon to law enforcement and will not release the dangerous weapon to any other person, including the legal owner. Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for possession of a dangerous weapon may not enroll in the District.

### 2. Arson

If a student commits arson as defined in Revised School Code Section 1311, in a school building or on school grounds, the Panel will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and notify the student's parent/guardian (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing arson may not enroll in the District.

### 3. Criminal Sexual Conduct

If a student commits criminal sexual conduct as defined in Revised School Code Section 1311, in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, the Panel will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. The Superintendent or designee must ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and notify the student's parent/guardian (or the student, if the student is at least age



18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing criminal sexual conduct may not enroll in the District.

#### 4. Physical Assault

a. **Physical Assault Against Employee, Volunteer, or Contractor**  
If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to a school administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Panel will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. The Superintendent or designee must ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and notify the student's parent/guardian (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. Unless reinstated pursuant to Revised School Code Section 1311a(5), a student expelled by another district or public school academy for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

#### b. **Physical Assault Against Another Student**

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

#### c. **Applicable Definitions for Physical Assault Against Student**

1. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
2. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

### 5. Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other District property, or at a school-related event, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. A resident student in grade 6 or above who is currently expelled by another district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

### I. Statewide School Safety Information Policy (SSSIP) & Law Enforcement Reporting

The Superintendent or designee must notify law enforcement when required by the SSSIP and make all other reports and provide all other notifications required by the SSSIP or any state or federal law. Nothing in this Policy limits the ability of a school administrator to contact law enforcement at any other time.

### J. Educational Programming During Suspension or Expulsion

Except as otherwise required by law or as provided in this Policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion without written permission from the Superintendent or designee. District personnel may assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete coursework during the period of the student's suspension or expulsion.

## **10. Student Discipline - Due Process**

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights. If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

### A. Building Administrator – 10 or Fewer School Days

Before suspending a student for 10 or fewer school days, an administrator must:

- (1) provide the student verbal notice of the offense the student is

suspected to have committed, and

(2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

#### B. Superintendent – 59 or Fewer School Days

Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent must provide the parent/guardian or student with:

- (1) written notice of the offense the student is suspected to have committed;
- (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted, and
- (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

#### C. Panel Suspension or Expulsion

Before the Panel suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with:

- (1) written notice of the offense the student is suspected to have committed, and
- (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted, and
- (3) an opportunity for a Panel hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The Panel will consist of at least one member of the Board of Education and four district administrators. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Panel will not suspend or expel the student unless, following the hearing, a majority of the Panel finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion

under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Panel's decision is final. The Panel's decision will be based solely upon the evidence presented at the hearing. A written decision will be rendered within five (5) school days of the hearing.

### ***Appeal Procedure***

#### ***Stage 1:***

If a student or parent/guardian requests an appeal of a suspension issued by a Principal, a conference will be held with the student, his/her parent or guardian, and the Principal.

#### ***Stage 2:***

A student or parent/guardian may appeal to the Principal upon disagreement with the results of the Level 1 appeal. A conference will be held with the student, his/her parent or guardian and the Principal.

#### ***Stage 3:***

A student or parent/guardian disagreeing with the decision of the building Principal may appeal to the Superintendent or designee. A conference will be held with the student, his/her parent or guardian and the Superintendent or designee.

***Note:*** If the Principal issues the suspension, the Level 1 appeal is held with him/her; the Level 2 appeal is directed to the Superintendent or designee.

***Note:*** Requests for appeal at any level must be made by the end of the following school day.

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

## **INTRODUCTION TO CODE OF CONDUCT**

### **POLICY**

“The Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.” (Michigan School Law 380.1300) Board policy prohibits the threat or use of corporal punishment, in accordance with State law (MCL 380.1312). The purpose of the Code of Conduct shall be to support student growth by enhancing educational opportunities through improved student behavior. Brighton High School will maintain the student’s due process while enforcing state and local laws, as well as appropriate school conduct and the rights and responsibilities of each student. These rules supplement our broad discretionary power to maintain safety, order, and discipline.

### **General Enforcement Procedures**

1. Any student violating the rules and regulations as contained in this handbook will be subject to appropriate disciplinary action. Minor infractions will be subject to reprimands and, in these instances, the student’s disciplinary history will be considered. Other infractions are subject to mandatory suspensions or expulsion as set forth in this handbook.
2. Students receiving suspensions must complete the duration of the suspension before returning to the regular classroom.
3. Parents will be notified of serious discipline problems and will be advised of all suspensions and police referrals.
4. The Livingston County Probate Court (Juvenile Division) will be advised of any situation that the administration feels comes within the jurisdiction of that Court.
5. The principal will make all appointments for the student or his/her parents to confer with the superintendent.
6. Certain situations involving student safety or discipline may result in the recommendation of a mental health and/or substance abuse evaluation by a state licensed agency or service provider prior to a student’s return to school.

# **ANTI-BULLYING/VIOLENCE PREVENTION**

## **Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

### **A. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

### **B. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official. To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited. Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

### **C. Investigation**

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct

the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation. A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board. The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications. The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of

transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

### **Disciplinary Levels – can be inclusive:**

Level 1... Warning, after school detention, and/or peer mediation.

Level 2... Up to three hours detention, Saturday School, or in or out-of-school suspension. Parent notification.

Level 3... Up to three (3) days in or out-of-school suspension. Parent notification.

Level 4... Up to five (5) days out-of-school suspension. Parent notification.

Level 5... Up to ten (10) days out-of-school suspension. Possible recommendation for expulsion. Parent notification.

Level 6... Up to ten (10) days out-of-school suspension. Possible long-term suspension (11-59 days). Possible recommendation for expulsion. Parent notification.



## **Conflict Resolution/Peer Mediation Program**

The Conflict Resolution/Peer Mediation Program provides an opportunity for students to resolve conflicts peacefully and before they might be subject to disciplinary action. Referrals to peer mediation may come from staff members, administrators, parents or the students themselves. Students are required to participate in mediation sessions (peer or adult-led as determined by supervising adult) when requested by a teacher, administrator, or staff member. Action taken by either party breaking the agreed upon resolution may be subject to disciplinary action as outlined in the Parent and Student Handbook.

# Student Code of Conduct

## Type of Conduct

## Disciplinary Action

### Matters Pertaining to Citizenship

#### Violation of State Laws and/or local ordinances including but not limited to:

<p>1. <b>Abuse of fire alarms</b>, safety equipment.</p>	<p>Any Offense – Level 5; file complaint with police, seek recovery of damages through court of competent jurisdiction.</p>
<p>2. <b>Bomb threats</b></p>	<p>Any Offense – Level 6</p>
<p>3. <b>Arson or attempted arson</b> to any property belonging to the school or property belonging to persons employed by the school or attending the school.</p>	<p>Any Offense – Level 6; or alternative activities prescribed in School Code section 1311 and Board Policy 5610.01.</p>
<p>4.a. <b>Possession, use or threatening to use dangerous weapons</b> such as, but not limited to, dagger, dirk, stiletto, knife with a blade over 3” in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.</p> <p>b. Possession, use or threatening the use of any weapon or dangerous object capable of inflicting bodily harm and not included in section 4a, including but not limited to: chains, knives, fireworks, explosives, smoke bombs, and toy weapons resembling any of the above.</p> <p>c. Possession, use or threatening to use a firearm.</p> <p>d. Look alike weapons of any kind (ex. Water guns, electronic toy guns, water guns, etc) are NOT permitted on school grounds at any time.</p>	<p>Any Offense – Level 6; or alternative activities prescribed in School Code section 1311 and Board Policy 5610.01.</p> <p>Any Offense – Level 5 or 6</p> <p>Any Offense is automatic expulsion</p> <p>Any offense: Level 3, 4, 5 or 6</p>

Matters Pertaining to Citizenship continued...

<p><b>5. Bullying, harassment, or intimidation</b></p> <p>Any gesture or written, verbal, graphic or physical act, display, or any electronic communication, including cyberbullying* that occurs at school, or has a disruptive effect on the school environment.</p> <p>Bullying, harassment or intimidation includes, but is not limited to, such a gesture, symbol, or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.</p> <ul style="list-style-type: none"><li>a. Non-directed type, not specifically directed toward a person or group</li><li>b. Directed type, specifically directed toward a person or group.</li></ul> <p>*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.</p>	<p>First Offense – Level 1, 2 or 3 Subsequent Offense – Level 5</p>
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<p><b>6. Sexual harassment</b> of students or other persons is prohibited. Any person engaging in an act of sexual harassment will be subject to disciplinary measures.</p> <p>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 effect of unreasonably interfering with an individual's personal liberties or education or creates an intimidating, hostile, or offensive learning environment.</p> <p>Sexual harassment shall also be defined to include unwelcome oral or written comments, gestures, touching, pictures, objects or other.</p> <p><b>7. Criminal Sexual Conduct</b> 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>Any Offense – Level 1,2,3,4 or 5; Police referral when necessary; possible recommendation for counseling.</p> <p>Any Offense – Long term suspension (11-59 days) with possible recommendation for expulsion. Mandatory police referral.</p>
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Matters Pertaining to Citizenship continued ...

<p><b>8. Gangs –</b> A student shall not commit any act, verbal or non-verbal (gestures, handshakes, attire, etc.) that may reasonably be perceived by any student or school personnel as evidence of membership in or affiliation with any gang. A student shall not commit an act, verbal or non-verbal, in furtherance of the interests of a gang or gang activity, including, but not limited to: soliciting others for membership in a gang or gang-related activity; requesting any person to pay for protection or otherwise intimidating or threatening a person.</p> <p>The term “gang” as used in this policy, means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of School District rules or policies. Gang and gang activity are not tolerated at Brighton High School. Incidents of gang activity will be reported and tracked with contact being made to the local police and to the parents.</p>	<p>Any Offense – (Level 1 – 5) Police Referral</p>
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Matters Pertaining to Citizenship continued...

**A. Disrespect to School Personnel**

1. <b>Verbal and/or written disrespect</b> (short of profanity).	First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5
*2. <b>Verbal and/or written assaults</b> (Employee etc. as defined in Board Policy 5610 (threats – no bodily contact).	Any Offense – Level 6
*3. <b>Profanity directed at staff member.</b>	First Offense – Level 3 Subsequent Offense – Level 4
*4. <b>Physical Assault</b> – Employee, etc. as defined in Board Policy 5610, Section 1311a(1) School Code.	Any Offense – Level 6
*5. Refusal to follow reasonable instructions. <b>(Insubordination).</b>	First Offense – Level 2 or 3 Subsequent Offense – Level 4
*6. <b>Refusal to identify oneself</b> to school personnel or refusal to go to the office when asked.	First Offense – Level 2 or 3 Subsequent Offense – Level 4
*7. <b>Videotaping or photographing</b> any staff member without consent.	Level 3, 4, or 5

**B. Profanity or Obscenity (Verbal, written and/or gesture).**

*1. <b>Incidental</b>	First Offense - Level 1 or 2 Subsequent Offense – Level 3
*2. <b>Loud and/or deliberate</b>	First Offense – Level 2 or 3 Subsequent Offense – Level 4

## Matters Pertaining to Property

<p><b>*A. Theft</b></p>	<p>First Offense – Level 2, 3, 4 or 5 Restitution and police referral, if appropriate. Subsequent Offense – Level 5; Restitution and police referral, if appropriate.</p>
<p><b>*B. Destruction of School Property or Property of Others</b></p>	<p>First Offense – Level 2, 3,4 or 5 Reparation and/or restitution and police referral, if appropriate. Subsequent Offense – Level 6 Reparation and/or restitution and police referral, if appropriate.</p>

## Matters Pertaining to the Safety of Others

<p><b>Verbal and/or written assault</b> (Student) (threats – no bodily contact)</p>	<p>First Offense – Level 2 or 3 Subsequent Offense – Level 4</p>
<p><b>Pushing, wrestling or tripping</b></p>	<p>First Offense – Level 1, 2, or 3 Subsequent Offense – Level 4</p>
<p><b>C. Assault</b> – Physical Assault means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.181(3)(b), MCL 380.1311(2)(b).</p>	<p>Any Offense – Level 5 or 6 Possible Police Referral</p>

<p><b>*D. Inciting others to fight.</b></p> <hr/>	<p>First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5</p> <hr/>
<p><b>*E. Extortion or coercion:</b> 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> <hr/>	<p>First Offense – Level 3 Second Offense – Level 4 Subsequent Offense – Level 5</p> <hr/>
<p><b>*F. Throwing food</b> in the Cafeteria</p>	<p>Any Offense – Level 1 – 5</p>



## CELL PHONE AND ELECTRONIC EQUIPMENT

### POLICY – ABBREVIATED

Cell phones and electronic equipment may be collected at the beginning of each class.

1<sup>st</sup> Offense – Equipment is confiscated and sent to Grade Level Principal – to be returned to student at the end of the day

2<sup>nd</sup> Offense – Equipment is confiscated and sent to Grade Level Principal, along with the student. A student may return to class, but the equipment will only be turned over to a parent/guardian.

3<sup>rd</sup> and Subsequent Offense – The student's parent/guardian will be contacted and notified the student must turn in their equipment to the Grade Level Principal's office each day before school begins and will be given the equipment back each day at the end of the school day, every day, for a period stated by the Grade Level Principal.

- **2<sup>nd</sup> and subsequent offenses may be subject to alternative consequences.**

### ***Student Use of Cell Phone and Electronic Communication Devices***

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy. Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

<p><b>A. Truancy</b> – The failure to attend class, or a scheduled class activity, for any period of time; chronic tardiness may be considered as truancy.</p> <hr/> <p><b>B. Closed Campus</b> – 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 ordering carryout to be delivered to school during lunch hour will be in violation of Closed Campus. Students are not allowed to be in parking lots or leave for lunch at any time unless authorized. Students are not allowed to prop exterior doors open for their or other student’s use as this impacts school safety.</p>	<p>First Offense – Level 1. Loss of credit for the day Subsequent Offense – Level 2, 3, 4 or 5 - Referral to County Attendance Officer for students 15 years of age or younger. Loss of credit for the day.</p> <hr/> <p>First Offense – Level 2 or loss of parking privileges for 10 days and possible search of vehicle. Subsequent Offense – Level 3, 4 or 5 and loss of parking privileges for 20 days and search of vehicle.</p>
<p><b>C. Failure to attend assigned disciplinary detention.</b></p> <p>Failure to attend assigned Saturday School</p> <hr/> <p><b>D. Disruptive Conduct</b></p> <hr/> <p><b>*E. Cheating/Plagiarism</b> – presenting or copying the work of another and representing it as one’s own or providing materials to be copied by another, this includes taking part in any of the previously mentioned activities during the completion of any online courses offered to students at BHS. Any student having their cell phone or any other electronic device out during a test or quiz, without teacher consent, is considered to be cheating. Taking pictures of a test/assessment and sharing it with others is also considered cheating and is not allowed. Level 3, 4, 5</p>	<p>First Offense – Level 2 Subsequent Offense – Level 3 or 4</p> <p>Any Offense - Level 3 or 4</p> <hr/> <p>Level 1, 2, 3 or 4</p> <hr/> <p>First Offense – Level 1; loss of credit for the assignment. Subsequent Offense – Level 2 and loss of credit for the assignment.</p> <p>Level 3, 4, 5</p>

<p><b>F. Forgery:</b> Deception, lying, fraudulently writing the name of another person, falsifying time, dates, grades, addresses, reports, mandatory health surveys, or other data.</p>	<p>Level 1, 2, 3, 4 or 5</p>
<p><b>G. Misuse of Technology.</b> See Brighton Area Schools Internet Policy.</p>	<p>Level 1, 2, 3, 4 or 5; restitution if necessary. Police referral, if appropriate.</p>
<p><b>H. Gambling</b> for money or valuables .</p>	<p>First Offense – Level 3; possible police referral. Subsequent Offense – Level 4 or 5; police referral.</p>
<p><b>I. Indecency</b> – Offending commonly recognized standards of health, safety, good taste, with respect to behavior, (spitting), public display of affection, dancing, or communication.</p>	<p>Level 1, 2, 3, 4 or 5</p>
<p><b>J. Toys</b> or recreational paraphernalia, including electronic devices, which are not intended for curricular or co-curricular activities, are not permitted in the classroom. Prohibited items include, but are not limited to: radios, laser electronic devices, glass bottles, rollerblades and skateboards of any type are not permitted in school building.</p>	<p>First Offense – Level 1; Confiscation ** - student asked not to bring item(s) to school. Subsequent Offense – Level 2: Confiscation **</p>

**K. Dress Code:** Dress or grooming which is materially and substantially disruptive to the educational environment is prohibited (to include but are not limited to, clothing and/or accessories which endorse any item or products related to tobacco, alcohol, other controlled substances or which are sexually suggestive) or promote violence. All clothing must be neat, so as to present the best possible appearance. Footwear must be worn.

Decency, as interpreted by the administration and staff is to be maintained at all times, including all school-sponsored activities. Tops, mesh shirts, shirts which expose the midriff, short skirts, short shorts, shorts with slits, tank tops and other types of revealing clothing will not be permitted. Underwear may not show. Shorts and other apparel worn must be mid-thigh or longer. Outerwear is prohibited in the building during regular school hours. Headwear will be allowed in the hallways, cafeteria and Media Center. All headwear is to be removed in the classrooms at teacher discretion. In shops and food areas, health and safety regulations, as well as usual occupational dress requirements, will determine the dress code.

See Board Policy 5204

First Offense – Level 1; Immediate change of attire and may be sent home to change.

Subsequent Offense – Level 2 or 3; Immediate change of attire and may be sent home to change.

**Matters Pertaining to Controlled Substances \***

<p><b>A. Tobacco</b> – all types and paraphernalia (including smokeless chew, e-cigarettes and vaporizers – including any substances used in vaporizer)</p> <p>1. <b>Possession or use</b> – including all paraphernalia, products, e-juice, cartridges, etc.</p> <p>2. <b>Use, sale, and/or distribution</b> on school property and/or at school activities</p>	<p>First Offense - Level 4; and police referral. Confiscation **</p> <p>Subsequent Offense – Level 5; and police referral. Confiscation **</p>
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<p><b>B. Students shall not possess*** or use, <u>alcohol</u>, controlled substances, marijuana oil, or mind-altering drugs and/or related paraphernalia</b> on school property or at school-sponsored events. Students attending school or school activities, after using these substances will be subject to this policy regardless of amount taken.</p>	<p>First Offense – Level 5, Possible Police Referral</p> <p>Second Offense – Level 6 and Possible Police Referral</p>
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<p><b>C. Sale, distribution, furnishing or attempting to sell</b>, share, distribute or furnish alcohol, controlled substances, marijuana oil, or mind-altering drugs.</p>	<p>Any Offense – Level 6 and police referral</p>
<p><b>D. Using, selling or furnishing substances purported or represented to have</b> the effects of controlled substances or purported or represented to be controlled substances/look alike, or marijuana oil.</p>	<p>First Offense – Level 5 Second Offense – Level 6</p>

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 administrator deem appropriate.

\* These offenses will be cumulative through the years the student is enrolled in high school.

\*\* Confiscated property will be returned to student, parent, or given to police, as appropriate.

\*\*\* Possession shall be defined as on person, in purse, bag, etc., in locker and/or within vehicle.

# **ATTENDANCE POLICY**

## **Attendance Policy Overview**

Each semester, students will be allowed **7 absences**. When the absence is excused, the student will be able to make up missed work/assignments/tests without penalty. If the absence is unexcused, the student will **not** be able to make up missed work/assignments/tests. Once a student reaches 8 absences (excused or unexcused), he/she may enter into a “loss of credit” status. The student will continue to attend class and work towards academic success. If there are no additional absences, the “loss of credit” status may revert back into course credit with the earned grade. In cases of continued but limited excused absences, the student will have the opportunity to appeal the “loss of credit” status, presenting evidence of extenuating circumstances, and possibly have credit reinstated to their grade level principal.

Please note: Excused absences that **WILL NOT** count in the (7) day limitation are those for documented medical and court appointments, religious observances, funerals, and those for school business and suspensions.

Per Board Policy 5301, the Building Principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.



## Attendance Policy Guidelines

- A. In the event of an **excused absence**, parents/guardians should notify the Attendance Office by calling 810-299-4118. Calls must be received by 3:00 p.m. on the next day of school or the absence will be considered unexcused.
- B. **Unexcused absences** are absences that are not approved by the school, absences that result from leaving class or school without being granted permission from school authorities, absences not reported by a parent/guardian within the requisite 24 hour period, and absences resulting from an unexcused tardy.
- C. Grade Level Principals shall have final determination on any attendance issues.
- D. An automated phone call is made to the parent/guardian after every unexcused absence. Parents/guardians should be sure to have an accurate phone/contact number on file with the school.
- E. Unexcused absences will also result in progressive discipline consequences and over time be referred to the Livingston County Truant Officer.
- F. Parents/Guardians should consider school hours and the school calendar when scheduling appointments and/or time away from school. In the event that school is missed because of an appointment; parents/guardians should present verification documents (for medical appointments, court appearances, etc.) upon return to school. Note: **Documented medical and court appointments, religious observances, funerals, school business and suspensions are not included in the 7 absence limit.**
- G. Students and parents/guardians are responsible to keep track of the number of absences in each class period and seek adjustments through the Attendance Office if errors are discovered. Attendance information is available 24 hours a day, on-line through Parent Connect. Parents/guardians may also request a printout of attendance history through the appropriate Grade Level Principal.
- H. If students must leave school during the day, the parent/guardian must contact the school to grant permission **prior** to the student leaving. Students leaving campus must sign out at the Attendance Office and sign in when they return. If a student arrives at school after the start of the first class, he/she must sign in at the Attendance Office and the parent/guardian must call the school to excuse their student, otherwise the student will be marked unexcused. The school reserves the right to determine if the reason is excused or unexcused.

- I. **Make-Up Work:** Acquiring and completing make-up work/assignments/tests is the responsibility of the student. Students will be able to make up work/assignments/tests for full credit for an excused absence within the same number of days that they have been excused from school. In other words, if the student is absent two days, he/she has two days after returning to school to make up the work. Students will not be allowed to make up work/assignments/tests missed, due to an unexcused absence.
- J. **Assignments missed** due to an extended excused absence (3 days or more) may be picked up by the parent/guardian from the Counseling Office (upon request. But, students who are absent can stay up to date on their daily work by accessing Google Classrooms of their respective teachers.) **Please note: 24 hours advance notice is required for extended absence homework requests** in order for staff to have time to provide assignments to the office. Requests for work should be made by calling 810- 299-4100.
- K. **Extended Illnesses/Hospitalization:** Extended absences for excused medical reasons will be dealt with on a case-by-case basis with the appropriate Grade Level Principal. Parents/guardians should notify the Grade Level Principal as soon as possible in the event of hospitalization/extended illness in order for the staff to effectively support the student's success upon return. Parents/guardians are encouraged to bring documentation to the school immediately upon the student's return to classes from an extended illness. Absences due to extended documented illnesses/hospitalization do not count toward the 7 absence limit.
- L. **Vacations** during non-break times are strongly discouraged as they are a disruption to the student's educational experience. However, when families choose to take students out of school for vacations, the student must complete a pre-arranged family vacation request form. The forms can be obtained in the Main Office and must be completed by the parent/guardian, teachers, and the student's Grade Level Principal prior to the absence. **Pre-arranged absences count toward the 7 absences limit.**
- M. **Assemblies** are an important part of the high school experience. Students are expected to be in attendance for all assemblies unless they are legitimately absent or not required to be present because the assembly is for a specific group or class. Attendance at assemblies will be part of class attendance for the class preceding the assembly. An absence from the assembly will count as an absence for the class.

### **Excessive Absences: Loss of Credit Status**

Students are allowed to accumulate 7 absences during a semester without consequence, provided the absences are excused. Accumulating 8 or more absences during a semester may result in a “loss of credit” status for the semester. The 7 absence limit includes any absence except those for documented medical and court appointments, religious observances, funerals, and those for school business and suspensions. All other absences will be included in the 7 absence limitation.

### **Parent/Guardian Notification of Loss of Credit Status**

Parents/Guardians can monitor attendance via Parent Connect and are encouraged to do so frequently. Grade Level Principals will notify parents/guardians and students when the student’s absences become excessive. The student is expected to continue attending class and working diligently toward academic success. An “H” (hold) may be assigned instead of the student grade in order to improve future attendance.

### **Recovering Credit**

Students who have lost credit for excessive absences may recover their credit by:

1. Enrolling in the course at the start of a new semester
2. Testing out of the course at the next scheduled test-out opportunity
3. Enrolling in an approved Credit Recovery program, i.e. Summer School or on-line.

#### **ATTENDANCE POLICY/REINSTATEMENT OF CREDIT**

- **7 Absences or less in any one class to maintain credit**
- **Excessive absences in any one class, per semester, may result in Loss of Credit**
- **Student may request reinstatement of credit through the appropriate Grade Level Principal**

## Truancy

According to the Compulsory Attendance Law, “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 schools during the entire school year. The child’s attendance shall be continuous and consecutive...”

The Brighton Area Schools will consider a child truant if:

- a. S/he is unexcused absent from school for more than five days in succession
- b. S/he is excused absent from school for more than 10 days in a 30 day period
- c. S/he is absent 30 days or more in a school year

## TARDY POLICY

### Tardy Policy Overview

Students are to be in their assigned class and ready to learn, when the tone sounds, signifying the start of the class period. Students have seven minutes of passing time.

**The first three tardies in any one class will be recorded and handled by the classroom teacher. On the fourth tardy, students arriving late to class after the bell, without a pass from school personnel, are considered tardy unexcused and sent to the Grade Level Principal, who will meet with the student to address attendance expectations. Additional tardies will result in disciplinary action. Parental call-ins do NOT excuse students from being considered tardy to their 1st Hour classes.**

In the event a student remains after class to complete a test or consult with a teacher, the students will be permitted to the next class with a pass from the sending teacher/staff member. Students arriving to class late with a pass from a teacher, counselor, administrator, or other staff member at any point during the class period are not to be considered tardy or to be marked absent.

**Excessive tardies will also result in progressive discipline procedures, and the student may be considered truant.**

Students who arrive at school after the start of classes from an outside appointment must present a note to the attendance office from the appointment location or their parent/guardian documenting the absence. The student will then receive a pass from the Attendance Office for admittance into class. If an appointment is not documented, and the time missed is 15 minutes or more, it will be considered an unexcused absence and the student will report to their Grade Level administrator.

**TARDY POLICY ABBREVIATED**

- **1<sup>ST</sup> – 3<sup>RD</sup> Tardy in any one class – Teacher discretion**
- **4<sup>th</sup> Tardy – Student sent to Grade Level Principal with Tardy Pass**
- **Additional tardies will result in disciplinary action.**

*Grade Level Principals shall have final determination on any attendance issues. Inquiries regarding the Brighton High School Attendance Policy should be directed to the appropriate Grade Level Principal.*

**School Closings**

School closings due to inclement weather or mechanical failure are announced on radio stations WHMI (93.5FM), WJR (760 AM), BAS website, mass e-mail and Facebook. We also notify Television Channels 4, 7 and 2.

**School Buses – Transportation Safety Rules and 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.

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 the 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 their arms and head inside of the bus windows. Bus windows will be no lower than half way 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 dangerous objects) are permitted.
12. Complete silence must prevail at railroad crossings. Public Act 187 mandates this.
13. Students must have written permission from their parent 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. For example (but not limited to): 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* 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 for 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 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 10:00AM and 11:00AM. The decision of the Bus Safety Committee *is final* and may not be appealed to any other level.

## **Student Driving Regulations**

Per Board Policy 5803:

1. Driving to school is a privilege. All students driving to school are subject to the BHS Parking Rules and Regulations and all other conditions specified on the BHS Parking Application Form. School personnel may revoke driving privileges if a student's driving actions appear detrimental to the safety of self or others.
2. Any student who drives to school must have a parking permit. Parking permits are available only to students having a current valid driver's license with photo, and are available in the office for \$60.00. Students purchasing a parking permit after the start of the second semester will pay \$30.00.
3. Cars should be locked at all times.
4. Student vehicles are to be parked in the designated spaces of the student lots. Improperly parked vehicles may be towed. All related fees will be paid by the student.
5. Vehicles are not to be used by students for any purpose during the school day except:
  - a. with a pass from the office, or
  - b. for class activities
6. Vehicles are off-limits during the school day.
7. Vehicles are not to interfere with the buses at any time.
8. Students driving a motor vehicle must secure and display a parking permit per instructions on the application.
9. Parking Violations will be issued for the following reasons:
  - Vehicle has NO VALID PARKING PERMIT
  - Parked in DISABLED PERSON'S space/area
  - Parked in NO PARKING space/area
  - Parked in RESERVED or DESIGNATED space or area
  - Parked in 2 SPACES
  - Blocking driveway or access
    - 1 Offense – Warning
    - 2<sup>nd</sup> Offense - \$5.00 fine
    - 3<sup>rd</sup> Offense - \$10.00 fine and loss of parking privileges
10. Student driving privileges may be revoked for repeated violations of the driving regulations.



# **SCHOOL USE AND POLICIES**

## **Announcements**

All student announcements must be submitted to BHSVideo@brightonk12.com at least 24 hours for review and placement in the daily announcements.

## **Student ID**

Students are required to carry their student IDs at all times. Students will be required to show school picture IDs to staff on request. Students may be required to show schools IDs to gain entry into extracurricular activities. Lost, stolen, or damaged IDs will be replaced at student expense. Student IDs with the Internet icon need to be displayed appropriately for Internet access in the media center and computer labs.

## **Visitors**

Upon entering the building, all visitors must report to the high school office and provide driver's license or picture ID. Students may not have visitors in the classroom. Visitor passes are required for non-Brighton High School students who will be attending Homecoming, Winterfest, Prom or other special programs.

## **Unauthorized Person**

The administration or staff members have the right to seek the immediate removal of unauthorized persons from school property. An unauthorized person is one who does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of this institution. This includes students who are under suspension or expulsion and awaiting readmission. The administration or staff members have the authority to forbid any unauthorized person from entering school property. This includes all school-related activities. If an unauthorized person has been barred by the administration or staff members, s/he is subject to immediate arrest if s/he fails to leave or returns after being barred. Furthermore, the administration or staff members may ask for identification from any person and inquire as to the reason for their presence on school property.

## **Students in The Building Outside of The School Day**

Students arriving prior to the start of school or staying on school property after school hours are expected to behave in an appropriate manner at all times. Failure to do so may result in disciplinary action, or in the student's access to the building being restricted to the instructional day.

## **Posters and Publicity**

Posters placed in the designated locations in the building may publicize various school activities. These posters must be approved and initialed by an administrator before posting. As soon as the event advertised is completed, they should be removed. Additional publicity can be arranged by a prepared news bulletin, which will be published in the daily bulletin or monthly newsletter.

## Animals in The School

- Service Animals

The District will permit a person with a disability to be accompanied by a service animal in all areas of the District's facilities where members of the public, invitees, or participants in District services, programs, or activities are permitted.

### A. Definition

A "service animal" means any dog that is individually trained to perform tasks for the benefit of a person with a disability. A dog whose sole purpose is to deter crime or whose mere presence is to provide emotional support or comfort to the person with a disability is not a service animal.

Except as provided by law, other animals are not service animals for purposes of this definition. Under certain circumstances, the District will permit a person with a disability to be accompanied by a miniature horse in District facilities if the horse has been individually trained to perform tasks for the benefit of the person with a disability.

The work or tasks performed by a service animal must be directly related to the person's disability. The service animal must be trained to take a specific action when needed to assist the person with a disability. Examples of work or tasks include, but are not limited to:

- assisting blind or low vision persons with navigation and other tasks;
- alerting deaf or hard of hearing persons to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting a person during a seizure;
- alerting persons to the presence of allergens, the onset of a seizure, or high/low blood sugar levels;
- retrieving items such as medicine or a telephone;
- providing physical support and assistance with balance and stability to persons with mobility disabilities; and
- helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

### B. Admission of Service Animals

A student or employee with a disability who desires to be accompanied by a service animal at school is encouraged, but is not required, to notify the District in writing at least 10 school days or as soon as is practicable before bringing the service animal to school. The District may provide a form for this purpose.

If a student or employee desires to be accompanied by a service animal during school or work and the student or employee will not be the animal's handler, the handler must undergo a criminal history

check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler. The District will permit the person with a disability to be accompanied by a service animal in District facilities without that handler.

### C. Inquiries

District officials may ask the person with a disability or the service animal's owner or handler the following questions to the extent the answers to the questions are not readily apparent:

- Is the service animal required because of a disability?
- What type of work or task has the service animal been trained to perform?

District personnel will not inquire about the nature or extent of the person's disability. District personnel also may not require documentation that the service animal is certified, trained, or licensed as a service animal, nor may District personnel require the service animal to demonstrate its task or work.

If a local ordinance or the public health department requires that dogs be vaccinated, registered, or licensed with the county or other authority, the District may require proof that a service animal meets those requirements.

### D. Charges, Fees, and Liability

The District may not ask or require a person with a disability to pay the District to be accompanied by a service animal on District property. The District may charge the service animal's owner for damages to District property caused by the service animal to the extent it charges other persons for damages caused to District property. The owner of the service animal is solely responsible and liable for any damage to District property or injury to persons caused by the animal.

### E. Care and Supervision of Service Animal

The person with a disability or the service animal's handler is responsible for the care and supervision of the service animal at school, including, toileting, feeding, grooming, veterinary care, and exercising. The District is not responsible for supervising or otherwise caring for a service animal unless required by law.

### F. Control of Service Animal

A service animal must be under the control of its handler at all times. A service animal must be on a harness, leash, backpack, or other tether unless the person's disability prevents the use of the device or the device interferes with the service animal's safe and effective performance of work or tasks. In this case, the person with a disability or the handler must use voice, signal, or other effective means to maintain control of the service animal.

### G. Exclusion of Service Animal

The District may exclude a service animal from District property or functions if:

- the animal is out of control and the handler does not take effective action to control it;
- the animal is not housebroken;
- the animal poses a direct threat to the health or safety of others; or
- the animal's presence fundamentally alters the nature of the District's programs, services, or activities.

If District officials determine that the service animal should be excluded from District facilities for one of the above reasons, the person with a disability (or the parent/guardian of a student with a disability) will be notified of the determination, asked to remove the service animal immediately, and given an opportunity to respond to the District's concerns.

If a District official determines to exclude a service animal, he or she shall notify the owner in writing and provide a copy of the District's Section 504/ADA grievance procedures. The person with a disability shall be given the opportunity to participate in the District service, program, or activity without the service animal.

### H. Allergies

Allergies to pet dander and the fear of dogs are not valid reasons to exclude a service animal from District facilities. A person who has a concern about a service animal's presence in District facilities should contact the building administrator or the District's Section 504/ADA Coordinator.

### I. Denial of Access and Grievance

If a District official denies a request for access of a service animal, the person with a disability or his/her parent/guardian may file a written grievance with the District's Section 504/ADA Coordinator. Nothing in this Policy diminishes any right a person with a disability may have to be accompanied by a service animal or other assistance animal in District facilities or at District events under other federal or state laws.

### J. Non-Service Animals

Animals on District property that are not service animals as defined by the ADA, such as pets or emotional support animals, are not covered by this Policy.

- Curricular Animals

An animal is not allowed on District property except as provided in this Policy, Policy 3108, with the Superintendent's or designee's approval, or as otherwise required by law. Nothing in this Policy diminishes any rights a person with a disability may have to be accompanied by a service animal or other therapy animal on District property. If an animal's handler is not a student or employee, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler.

A. Use of Animals for Instructional Purposes

An animal that supports a District program or curriculum or that is otherwise used for instructional purposes is allowed on District property with the Superintendent's or designee's prior written permission.

It shall be the responsibility of the building's Principal or their designee to develop a plan of care for those animals housed in District buildings in the event of a school closing (i.e., snow day, breaks). Animal-specific guidelines established by the Centers for Disease Control must be followed at all times.

B. Therapy Dogs

1. Definition of Therapy Dog

A "therapy dog," differs from an "emotional support animal," "comfort animal," or "companion animal." Therapy dogs are not "service animals" under the Americans with Disabilities Act (ADA) or Board Policy.

Therapy dogs are those that have been:

- a. individually trained and certified by an approved therapy dog training organization;
- b. engaged in animal assisted activities and interactions under the direct supervision of a handler; and
- c. managed by a handler who has been individually trained, evaluated, and registered with their therapy dog to provide animal assisted activities and animal-assisted interactions on District property.

A therapy dog must be well-behaved and have a temperament that is suitable for interaction with students and other persons in a public school. A therapy dog is the personal property of its owner, not the District.

2. Standards and Procedures for Therapy Dogs

The following requirements must be satisfied before a therapy dog is allowed on District property:

- a. Request. An owner who wants to bring a therapy dog on

District property must submit a written request to the Superintendent or designee. The request must be renewed each school year or whenever a different therapy dog will be used.

b. Training and Certification. The owner must submit any training or certification information requested by the Superintendent or designee. Any certification required by the District must remain current at all times.

c. Health and Vaccination. The therapy dog must be clean, well-groomed, in good health, house broken, and immunized against diseases common to such animals. The owner must submit proof of current required licensure from the county or other licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian, if applicable.

d. Control. A therapy dog must be under the owner's or handler's control at all times.

e. Handler. If the therapy dog's handler is a District employee, the therapy dog will not interfere with the employee's primary job responsibilities.

f. Ownership. Therapy dogs may be provided by a third party, or independently owned by a District employee. If owned by a District employee, the therapy dog must meet the standards of health described above at the owner's expense. Required training for accreditation must be at the owner's expense. The District bears no financial responsibility for the care or feeding of the therapy dog. The District is not responsible for providing any care, supervision, or assistance of the therapy dog.

g. Transportation. Animals, other than service animals, are not to be transported on school buses. It is the responsibility of the therapy dog's handler to transport the dog to and from school property.

h. Identification. The therapy dog must wear appropriate identification identifying it as a therapy dog.

i. No Disruption. The therapy dog's behavior must not disrupt the educational process.

j. Health/Safety. The therapy dog must not pose a health or safety risk to any student, employee, or other person.

k. Supervision/Care of Therapy Dogs. The owner or handler is responsible for the supervision and care of a therapy dog, including feeding, exercising, and clean up while the dog is in a District building or on District property. The District is not responsible for providing any supervision, care, or assistance for a therapy dog.

l. Authorized Area(s). The owner or handler will only allow the therapy dog to be in those areas that have been pre authorized by the Superintendent or designee.

m. Insurance. The owner or handler must submit a copy of

an insurance policy that provides liability coverage for any damage or injury caused by the therapy dog while on District property.

### 3. Exclusion or Removal from School

A therapy dog may be excluded from District property if the Superintendent or designee determines that:

- a. the handler does not have control of the dog;
- b. the dog is not housebroken;
- c. the dog presents a direct and immediate threat to others;
- d. the dog's presence otherwise disrupts the educational process.

The owner or handler must remove the therapy dog from District property immediately upon such a determination.

### 4. Allergic Reactions

If any student or employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the owner or handler must remove the dog to a different location designated by the Superintendent or designee.

### 5. Damages to District Property and Injuries

The owner of a therapy dog is solely responsible and liable for any damage to property or injury to persons caused by the therapy animal.

### C. Emotional Support Animals

An "emotional support animal" is an animal that has not been individually trained to perform a specific job or task for a person with a disability, but its presence provides comfort or emotional support to others. Emotional support animals are not "service animals" under the ADA or Board Policy. An emotional support animal is not allowed on District property except as otherwise required by law.

## **Damage and Loss Fee/Materials**

Students and/or parents will be charged for loss or damage to school property beyond ordinary wear and tear.

All damage and loss fees must be paid before graduation.

At the time textbooks are issued students will be given at least one day to determine any damages to his/her book. All damages must be noted on the textbook evaluation form. When the book is returned any additional damage to the book will result in fines charged to the student using the following list:

<b><u>Damage</u></b>	<b><u>Price</u></b>
Major Damage (pages missing; written on; etc.).....	New Book/Full Charge
Spine broken.....	Rebind Fee
Covers.....	Rebind Fee
Minimal water damage.....	One half of Rebind Fee
Maximum water damage.....	Full Charge

BHS financial secretary will determine cost of books and rebind fees.

Textbooks and other materials assigned to students are their responsibility. The students are responsible for safeguarding these items. Students will be held accountable for materials not in their possession at the time of collection. Students will be charged the “replacement price” for any textbook not returned at the time of collection because replacement books must be ordered in June for the following year.

## **Nurse**

The school nurse is in the building at regularly scheduled times. The nurse is available for emergencies and health consultations. Care beyond first aid cannot be administered. More serious matters are referred to a physician or emergency/urgent care facility.

## **Medication**

### **A. General Standards**

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student’s parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student’s parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.



## B. District-Administered Medication

1. If the student requires District-administered medication, the student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.
5. Incorrectly administered medication must be reported to the building principal and the student's parent/guardian. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent/guardian notice to retrieve the medication. If the parent/guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

## C. Student-Administered Medication

### 1. General Standards

Subject to this Policy's provisions specifically applicable to self-management of asthma inhalers and epinephrine auto-injectors/inhalers, a student may be permitted to self-possess and self-administer medication if the building principal has received written parent/guardian consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise permitted by this Policy.

A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law.

A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the parent/guardian if the student misuses the medication.

A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the parent/guardian first provides the building principal with written approval.

### 2. Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal.

If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardian should update the emergency care plan as necessary to meet the student's changing medical circumstances.

## Accidents and Injuries

1. All school-related, including extra curricular accidents and injuries are to be reported *immediately to the office/clinic*, at which time an Accident Report will be completed.

2. Any student who is ill and needs to leave the building *must report to the office and administration will make the necessary arrangements*.

3. In case of illness or emergency, students will not be sent home unless a parent or guardian has been called or an emergency number has been reached.

In order to comply with the above, it is necessary to have an *accurate emergency card on file in office*.

## **Child Protection Law**

According to Michigan Law, Act # 238, Public Acts of 1975, Sections 722.621 – 722.636, all school personnel must report any suspicion of child abuse. “A... school administrator, school counselor or teacher... who has reasonable cause to suspect child abuse or neglect immediately by telephone or otherwise, should make an oral report... of the suspected child abuse or neglect, to the department. Within seventy-two (72) hours the reporting person should file a written report as required in this act.”

## **Insurance**

It is the policy 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. The school district and its directors, employees and volunteers cannot be held responsible for student accidents on school property or resulting from school functions. Students’ 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.

## **Lockers**

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student’s locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

**Any defacing of lockers will result in Destruction of School Property and the appropriate consequences as found on page 47.**

## **Money and Valuables**

Students should not bring unnecessary amounts of money or valuables to school. Gym and hall lockers are not good places to house these items. School insurance only covers those items owned by the school. Students bringing materials to use in class must have the permission of the instructor. In no cases, are materials to be left overnight or during vacation periods.

## **Emergency Evacuation Tornado Procedures**

1. The warning signal is an intermittent sounding tone with verbal directions.
2. At the sound of the warning signal, students:
  - a. will assemble in designated areas immediately.
  - b. will enter designated areas in complete silence, remain silent and crouch down with heads between knees, hands covering head.
3. An all clear signal will be sounded to indicate the tornado drill is over and students are to return to class.

## **Fire Procedures**

Unannounced fire drills may occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event that a real emergency ever occurs. Each school area will be posted, showing the proper exit route. Students are to follow all staff directions and leave the building quickly and quietly.

## **SERVICES AVAILABLE TO STUDENTS**

### **Counseling**

1. Each student is assigned to a specific grade level counselor. Students are asked to see their own assigned counselor for all questions concerning academic records, class scheduling, report cards, progress reports, etc.
2. Appointments should be prearranged with the counseling secretary except in case of emergency.
3. Counseling services include:
  - a. Academic planning
  - b. Graduation requirements
  - c. Career information
  - d. Test interpretation
  - e. Personal counseling
  - f. Parent conferences
  - g. Student support groups
  - h. Health counseling
  - i. College applications
  - j. Financial Aid
  - k. Social / Emotional support

## **Media Center**

Services of the Media Center are available to classes and individual students during the hours posted annually.

### **1. Student I.D. Cards**

- a. Each year students will receive a student I.D. card at the beginning of the school year.
- b. No materials may be checked out by a student without his/her student I.D. card.

### **2. Lost/Unreturned Materials**

a. Through the year students will be charged for materials they have borrowed and lost or fail to return.

\$25.00 Hardcover books

\$10.00 Paperback books

b. For materials outstanding at the end of school year:

1. Seniors will not receive their caps and gowns until they settled any debts to the Media Center.
2. Underclassmen will not be issued textbooks the following school year, until they have settled debts to the Media Center.

## **Lost and Found**

This department is housed in the school office. All items will be kept for one month at which time unclaimed items will be donated to charitable organizations.

## **Work Permits**

The high school office secretaries issue working permits to students with proper credentials. Applications for working permits may be given without identification, but in order to receive the final CA-7 form, presentation of a driver's license or birth certificate is necessary.

# **Student Network and Internet - Acceptable Use and Safety Policy**

## **District Technology and Acceptable Use**

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

### **A. Children's Internet Protection Act**

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.  
The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

## B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
  - a. use of District technology resources is a privilege that may be revoked at any time;
  - b. a user has no expectation of privacy when using District technology resources;
  - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
  - d. District technology resources may not be used to bully, harass, or intimidate others;
  - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
  - f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
  - a. accessing other user accounts or files without authorization;
  - b. conducting personal business or activities;
  - c. accessing pornography;
  - d. communicating inappropriately with students;
  - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
  - f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

## C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

#### D. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in Subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system



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