

**BRIGHTON
HIGH SCHOOL
HANDBOOK**

2022-2023

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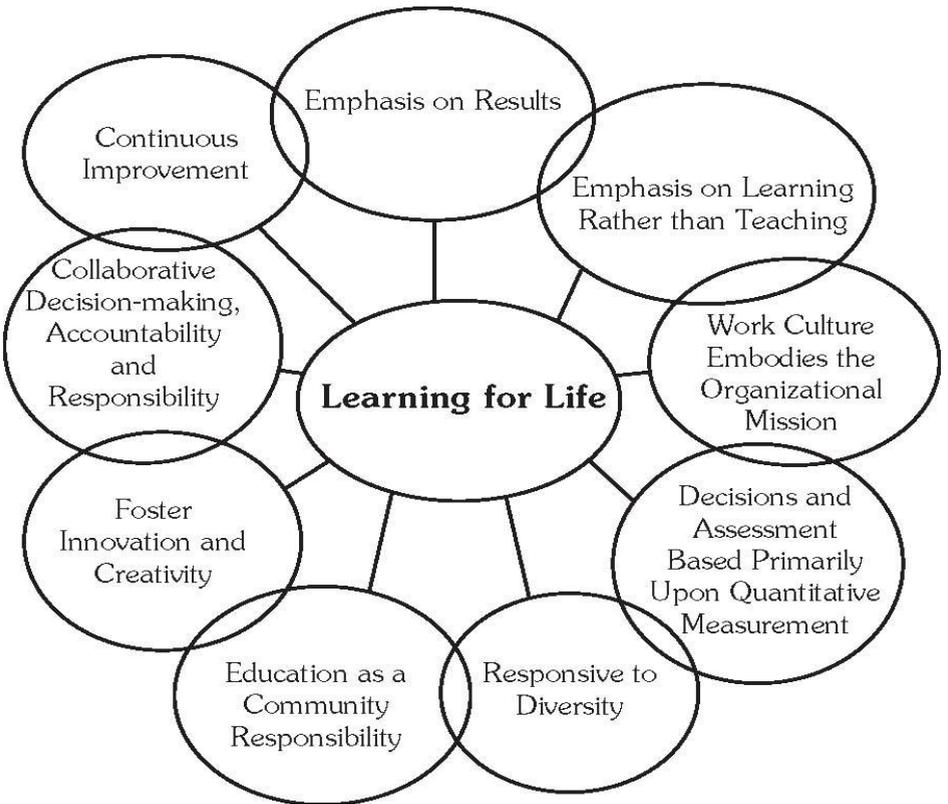
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BRIGHTON BOARD OF EDUCATION
Statement of Philosophy and Guiding Principles

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

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.

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.
- Michigan Merit Curriculum may provide a Personal Curriculum option for students. Information is available through the student's counselor.
- 9th, 10th and 11th grade students may be required to take practice assessments.

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:

<u>Standing</u>	<u>Credits</u>
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.

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 1st
- 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. <i>The right to:</i> Pursue, through study and self-application, a quality education and to attain personal goals through participation in the entire school program. | <i>The responsibility to:</i> 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. |

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 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.)

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. ***Suspension Procedures*** - The following procedure will be followed if a suspension is to result from the disciplinary process.
- a. A student may be suspended by a teacher from a class, subject or activity for up to one full day, if the teacher determines the student has violated any provision of the appropriate Student Code of Conduct. If this suspension is invoked, the teacher shall ask the parent or guardian of the student to attend a parent-teacher conference regarding the suspension. The principal shall attend the conference if the teacher or parent so requests. In all other cases the following procedure will be implemented if a suspension is to result from the disciplinary process.
 - b. The student shall be informed of the specific charges which could be a basis for disciplinary action to be taken against him/her and an appointment will be made for a meeting with a school administrator.
 - c. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
 - d. When a student is suspended by the school administrator, the administrator will notify the parent(s) as soon as possible of the suspension, the reasons for it, and the steps necessary to allow the student's return.
 - e. If a parent(s), guardian(s) or student is dissatisfied with this action, they may appeal the decision by following the "Appeal Procedures."
 - f. On any appeal or in any expulsion hearing, where the student has admitted the offending conduct, the hearing will concern only the appropriateness of the discipline to be imposed.
 - g. If a long-term suspension is recommended by the building administrator, it may include permission for reinstatement prior to serving the full suspension. If permitted by the building administration, the recommendation will include requirements that the child must satisfy and the date reinstatement would be considered.

10. **Expulsion Procedures** - The following procedural guidelines will govern the expulsion process:
- a. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included within this notice shall be a statement of the time and place for the hearing.
 - b. A parent or guardian shall be notified that they may attend such hearing, if they so desire.
 - c. The student, parent or guardian may be represented by legal counsel.
 - d. The student shall be given an opportunity to present his/her version of the situation. S/he will be allowed to testify and will be called to present the testimony of other witnesses and to offer additional evidence.
 - e. On any appeal or an expulsion hearing, where the student has admitted the offending conduct, the hearing will concern only the appropriateness of the discipline to be imposed.
 - f. The student shall have the opportunity to be present when any evidence is offered against the student. In addition, the student and the student's legal representative shall be allowed to question any witness.
 - g. This hearing shall be conducted by the Board-appointed Expulsion Committee, who shall make its determination solely upon the evidence presented at the hearing.
 - h. In accordance with the laws of the State of Michigan, such a hearing may be public or private, in accordance with the desires of the student.
 - i. Records shall be kept of the hearing, but this need not be a verbatim record. Any party, at their own expense, shall be entitled to make a verbatim record of the hearing.
 - j. The Board appointed Expulsion Committee shall announce its decision as to whether or not the student has violated the rules of the school district and its decision as to expulsion no later than ten (10) School days following the hearing.
 - k. The decision of the Expulsion Committee shall be by a majority vote of the members appointed to the Committee.
 - l. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.

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 necessitate a mandated 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

Disciplinary Action

Violence, as defined by Brighton Area Schools, is any mean look, gesture, word, action or display including cyberbullying that occurs at school, or has a disruptive effect on the school environment, that hurts a person's body, feelings, friendships, reputation, or property.

Behavior: in all categories includes, but not limited to...

Category I:

Teasing, insulting, name calling, mean or rude gestures, spreading rumors or behavior that would hurt other's feelings.

Category II:

Swearing, taunting, ridiculing, humiliating, threatening, pushing, shoving, grabbing, spitting.

Category III:

Sexual, ethnic, racial, religious, sexual orientation/gender identity bullying, harassment or severe harassment or intimidation, stealing or extortion, severe physical contact – fighting, kicking, punching.

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... 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. Abuse of fire alarms, safety equipment.</p>	<p>Any Offense – Level 5; file complaint with police, seek recovery of damages through court of competent jurisdiction.</p>
<p>2. Bomb threats</p>	<p>Any Offense – Level 6</p>
<p>3. Arson or attempted arson 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. Possession, use or threatening to use dangerous weapons 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>5. Bullying, harassment, or intimidation</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">a. Non-directed type, not specifically directed toward a person or groupb. Directed type, specifically directed toward a person or group. <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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Matters Pertaining to Citizenship continued ...

<p>8. Gangs – 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. Verbal and/or written disrespect (short of profanity).	First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5
*2. Verbal and/or written assaults (Employee etc. as defined in Board Policy 5610 (threats – no bodily contact).	Any Offense – Level 6
*3. Profanity directed at staff member.	First Offense – Level 3 Subsequent Offense – Level 4
*4. Physical Assault – Employee, etc. as defined in Board Policy 5610, Section 1311a(1) School Code.	Any Offense – Level 6
*5. Refusal to follow reasonable instructions. (Insubordination).	First Offense – Level 2 or 3 Subsequent Offense – Level 4
*6. Refusal to identify oneself to school personnel or refusal to go to the office when asked.	First Offense – Level 2 or 3 Subsequent Offense – Level 4
*7. Videotaping or photographing any staff member without consent.	Level 3, 4, or 5

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

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

Matters Pertaining to Property

<p>*A. Theft</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. Destruction of School Property or Property of Others</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>Verbal and/or written assault (Student) (threats – no bodily contact)</p>	<p>First Offense – Level 2 or 3 Subsequent Offense – Level 4</p>
<p>Pushing, wrestling or tripping</p>	<p>First Offense – Level 1, 2, or 3 Subsequent Offense – Level 4</p>
<p>C. Assault – 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>*D. Inciting others to fight.</p> <hr/>	<p>First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5</p> <hr/>
<p>*E. Extortion or coercion: Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by physical force or threat (stated or implied).</p> <hr/>	<p>First Offense – Level 3 Second Offense – Level 4 Subsequent Offense – Level 5</p> <hr/>
<p>*F. Throwing food 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.

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

2nd 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.

3rd 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.

- **2nd and subsequent offenses may be subject to alternative consequences.**

<p>F. Forgery: 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>G. Misuse of Technology. See Brighton Area Schools Internet Policy.</p>	<p>Level 1, 2, 3, 4 or 5; restitution if necessary. Police referral, if appropriate.</p>
<p>H. Gambling for money or valuables .</p>	<p>First Offense – Level 3; possible police referral. Subsequent Offense – Level 4 or 5; police referral.</p>
<p>I. Indecency – 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>J. Toys 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.

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>A. Tobacco – all types and paraphernalia (including smokeless chew, e-cigarettes and vaporizers – including any substances used in vaporizer)</p> <p>1. Possession or use – including all paraphernalia, products, e-juice, cartridges, etc.</p> <p>2. Use, sale, and/or distribution 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. Students shall not possess*** or use, <u>alcohol</u>, controlled substances, marijuana oil, or mind-altering drugs and/or related paraphernalia 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>C. Sale, distribution, furnishing or attempting to sell, share, distribute or furnish alcohol, controlled substances, marijuana oil, or mind-altering drugs.</p>	<p>Any Offense – Level 6 and police referral</p>
<p>D. Using, selling or furnishing substances purported or represented to have the effects of controlled substances or purported or represented to be controlled substances/look alike, or marijuana oil.</p>	<p>First Offense – Level 4 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.

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.

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

- **1ST - 3RD Tardy in any one class - Teacher discretion**
- **4th 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

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
 - 2nd Offense - \$5.00 fine
 - 3rd 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 school 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

Students may not bring animals to school with the exception of those that have been formally certified as service animals. If a teacher plans to keep an animal in the classroom for study and observation, parents will be notified of the specific animal(s) in case there is a potential for an allergic reaction or other health related reactions.

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:

<u>Damage</u>	<u>Price</u>
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

It is the policy of Brighton Area Schools to require written authorization and instruction provided by the physician and parent or legal guardian whenever a student needs to have a prescription or an over-the-counter medication administered during the school hours. It is against school policy to allow students to possess any type of medication in school. Only medication prescribed by a physician will be administered. Students needing to take medication during school hours are to have a signed parent/guardian medication contract and a doctor’s authorization on file with the school nurse. Medication is kept in the clinic for daily or occasional use.

No over-the-counter drugs are dispensed by school personnel except as noted above.

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

Student lockers remain the property of the school system when assigned for student use. When necessary, school personnel have the right to inspect a locker. Lockers are to be kept clean at all times. Also, lockers are not to be used for the retention of items and/or materials unnecessary to the students’ academic performance. Of utmost importance is the secrecy of your locker combination. Telling others the combination increases your risk of theft. Each student will be assigned a locker. Changes will be made through the office when the situation warrants and available lockers permit it. **Any defacing of lockers will result in Destruction of School Property and the appropriate consequences as found on page 28.**

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 will 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

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of any technology equipment on District premises or at District events, or District equipment at any location (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board may use software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information and,

C. the consequences of unauthorized access (e.g., "hacking") cyber bullying and other unlawful or inappropriate activities by students online

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers / network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use while on District premises or at District events or using District equipment, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users accessing the Internet while on District premises or at District events or using District equipment assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

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