

# **BRITTON DEERFIELD SCHOOLS**



**Handbook & Student Code of Conduct**

## **ANNUAL PARENT NOTICE**

### **Right to Request Teacher and Paraprofessional Qualifications**

Because your child attends a school that receives federal funds from the Title I program, you may request the following information about the professional qualifications of your child's classroom teachers(s):

1. Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;
3. The teacher's college degree(s), major(s), and field(s) of discipline, as well as any graduate degree or certification.

You may also request this information about any paraprofessional who provides Title 1 services to your child.

If you would like to receive this information, please contact the school office. Your request will be processed in a timely manner.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance officer listed below:

Mrs. Stacy Johnson, Superintendent  
Britton Deerfield Schools  
201 College Ave.  
Britton, MI 49229

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## **STUDENT HANDBOOK**

Included in the student handbook are policies that guide the district, staff, parents, and students in providing a safe and orderly atmosphere in which all students can learn. Some of the policies are included in their entirety, whereas only sections of some lengthy policies are included. Copies of complete policies are available on the school website at [www.bdschools.com](http://www.bdschools.com). Please read through the School Handbook and discuss the information with your child(ren).

## **SECTION I ~ GENERAL INFORMATION**

The safety and well-being of the Britton Deerfield students, staff, and visitors represents one of the most important responsibilities of the district. In order to ensure a safe and nurturing environment while on school property or participating in a district sponsored educational program, event, or activity, the Britton Deerfield Board of Education, in conjunction with district administration, has developed and adopted this Handbook and Student Code of Conduct. The code of conduct serves as a guide for students, parents, and district staff regarding student discipline and daily operations of Britton Deerfield Schools. This Handbook and Student Code of Conduct applies to all Britton Deerfield programs, unless otherwise stated in writing by the district.

### **1. Jurisdiction**

Michigan's Revised School Code grants school districts the power to provide for the safety and welfare of students while at school or a school sponsored activity or while traveling to and from school or any school sponsored activity. MCL 380.601a(b).

Furthermore, the Revised School Code requires school districts to develop and implement a code of student conduct and enforce its provisions with regard to student misconduct. MCL 380.1312(8).

### **2. Joint Applicability**

In some circumstances, Britton Deerfield students may also be expected to abide by another code of conduct in addition to the district's student code of conduct. For example, students enrolled in a Britton Deerfield program that is located within a local school district will be expected to abide by both the local district's student code of conduct and that of the location hosting the program. Typically, if discipline becomes necessary, representatives from both districts will jointly determine the appropriate disciplinary action, if such is permissive under both district's student code of conduct, and the districts will jointly apply/enforce the disciplinary action.

Additionally, Britton Deerfield programs may develop additional expectations and rules for students enrolled in those programs. In those instances, students are expected to abide by both the program expectations and rules and the expectations and rules in this student code of conduct.

### **3. Expectations of Students**

Britton Deerfield students will:

- Demonstrate respect for the law, district rules, including this student code of conduct, and for those persons in authority.
- Demonstrate respect for the rights and interests of others.

- Demonstrate respect for real and personal property.
- Demonstrate exemplary personal standards of courtesy, decency, and honesty.
- Demonstrate a sense of responsibility for personal choices.
- Be prepared to learn and contribute positively to the educational environment and program.
- Value the educational program and opportunity provided by the district and continually seek to maximize the benefit of program enrollment and attendance for all students.

### **ENROLLING IN SCHOOL**

New students entering Britton Deerfield Schools must have their birth certificate, copy of transcripts from their previous schools, last report card, and a copy of their immunization records (which must be up-to-date) and a social security number.

### **IMMUNIZATION**

**CHILDREN who have not received the required immunizations WILL BE EXCLUDED from school UNTIL parents provide proof that ALL REQUIRED IMMUNIZATIONS have been GIVEN or have a waiver on file.**

- Part 92, Act 368 of the Public Acts of 1978, as amended.
- Children ages 4-6 must have received 4 doses of pertussis. DT is only accepted if a waiver is on file for that particular dose of pertussis vaccine.
- Reliable history of chickenpox disease is acceptable in lieu of the vaccine.

**ALSO--each building will have 2 Epi Pens available for students and staff.**

Michigan State Law requires all children enrolling in any public school in Michigan for the first time to submit either a statement signed by a physician that they have been immunized against diphtheria, tetanus, pertussis, measles, rubella, poliomyelitis, or a statement signed by one parent or guardian to the effect that the child has not been immunized because of religious convictions. School officials have been directed to exclude any student from school who does not have the required immunizations or who does not have a waiver on file. Any questions regarding health requirements, clinics, etc. should be directed to the Lenawee County Health Department at (517) 264-5225.

### **IMMUNIZATION WAIVERS**

Immunization waivers ARE NO LONGER HANDED OUT BY THE SCHOOLS. Parents who are opting out of immunizations are ***required*** to attend *Immunization Waiver Education Session* at the Health Department before claiming a (religious or philosophical) waiver. If you have any questions regarding this information, the Health Department should be contacted directly at (517) 264-5225. The Consent for Disclosure of Immunizations form is available in our FORMS section of the School Handbook.

## *Required Childhood Immunizations for Michigan School Settings*

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings.

To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2014 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

**\*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.\*\***

### **Entry Requirements for All Public & Non-Public Schools**

Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 7th grade students
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T OR 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 years of age or older upon entry into 7th grade or higher.
Polio	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	3 doses
	Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age
	Hepatitis B*	3 doses
Meningococcal	None	1 dose for all children 11 years of age or older upon entry into 7th grade or higher
Varicella* (Chickenpox) * Current laboratory evidence of immunity Is acceptable instead of immunization with Antigen.	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

## **USE OF MEDICATIONS**

- No medications can be given to a student unless the proper form is filled out by the student's parent/guardian and is on file in the school office.
- The prescription from the doctor must be on the original bottle.
- NO STUDENT IS TO HAVE MEDICATION OR NON-PRESCRIPTION DRUGS IN THEIR LOCKER OR IN THEIR POSSESSION.
- NO STUDENT SHALL DISPENSE MEDICATION TO ANY OTHER STUDENT.
- ALL MEDICATION IS TO BE IN THE SCHOOL OFFICE WITH THE FORM FROM THE STUDENT'S PARENT/LEGAL GUARDIAN.
- IF A STUDENT MUST CARRY MEDICATION, SUCH AS AN INHALER, A NOTE FROM THE STUDENT'S DOCTOR, AS WELL AS THE COMPLETED PARENT/GUARDIAN PERMISSION FORM, MUST BE ON FILE IN THE OFFICE.
- VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION.

A log for each prescribed medication shall be maintained which will note the assigned personnel giving the medication, the date, and the time of day. This log will be maintained, along with the physician's written request, and the parent's written release. No staff member will be permitted to dispense non-prescription, over-the-counter (OTC) medication to any student.

## **EMERGENCY MEDICAL AUTHORIZATION**

In case of accident involving injury, suspected injury, or illness, District and LISD program staff will secure an ambulance to transport a child to the nearest available emergency room. School personnel will authorize a medical professional to treat a child or call upon another medical professional if specialized medical care is required such as surgery, orthopedics, etc. School personnel holds this authorization if the said student is enrolled in the school district.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. The staff member who is in charge of the class must complete an accident/injury report form. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. There is no special room for ill students in the school building. No student will be released from school without proper parental permission. Under no circumstances are students to leave the school or go home without permission from the school office. No student will be allowed to go home if there is not a parent/guardian there. Leaving school without permission is considered skipping/truancy and will result in disciplinary action.

## **CONCUSSIONS**

Parents/guardians who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

If a concussion is suspected by a teacher or coach, the student will be removed from the class, practice, activity, or game. The student will not be permitted to return to full participation until he or she is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents or guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention.

Prior to the beginning of each season and pre-season training, coaches shall notify parents, guardians, and student athletes of the fact that written clearance for full participation will be required from a healthcare professional when a concussion is suspected or diagnosed. Information and forms about this guideline are included School Handbook.

## **RECOUPERATING AT HOME**

When is your child too sick to attend school? The following guidelines, along with the advice of your pediatrician, will help you decide when your child should stay home:

- Cold and/or cough – a child with deep mucus that causes a cough and heavy nose drainage cannot function at school.
- Fever – fever is a warning that something is wrong. A child should remain home for 24 hours after the fever is gone without the use of a fever reducer.
- Rash – a rash, spots or blotches on the skin can be the first sign of many illnesses. Keep your child home until your doctor says it is safe to return.
- Stomach Ache/Upset – a child who is vomiting or has diarrhea should be kept at home. See your doctor if a stomach ache persists or limits your child's activity.
- Pink Eye – A child with pink eye may not return to school until the treatment from the doctor has been implemented. The eye should be free of redness and discharge.
- Head Lice – A child with head lice must remain home until treatment is complete and school officials confirm he or she is free of both lice and nits. Notify the school office immediately if your child has head lice. Check your child's head before school begins in the fall and routinely during the school year or if she complains of an itchy scalp. Look around your child's ears and back of the neck for nits, which are tiny, white, oval-shaped lice eggs that are attached to the hair near the scalp. Nits may look like dandruff or scalp flakes, but nits do not move and are difficult to dislodge.

If your child has head lice, begin treatment immediately by contacting your doctor or purchasing over-the-counter medication from the drug store. To prevent spreading head lice, wash all infested garments, hair accessories, bedding and other surfaces with hot water and disinfectant. You must sign your child in at the office when he or she is returning to school after treatment for head lice.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or transient pest, such as lice.

Specific diseases include: all those conditions indicated by the Local and State Health Departments.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Britton Deerfield Schools, the parent/guardian must notify the Principal. Students transferring to another school must obtain a form from the office. In this way, the student's parent/guardian can obtain his/her grades to date and take them with him/her to his/her new school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school Principal for specific details.



## **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents/guardians.

## **SPECIAL EDUCATION**

Public Law 94-142 *Education for All Handicapped Children Act of 1975* and *Individuals with Disabilities Education Act-Amendments of 1997* (IDEA) ensure that “all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living.”

In accordance with federal and state laws, Britton Deerfield Schools, in collaboration with the Lenawee Intermediate School District, provides special education services for students identified as needing such. The process for identifying a special education disability can be a lengthy one. However, once a disability has been identified, appropriate measures are taken to assist the student in the school environment.

If parents have academic and/or behavioral concerns about their child, they need to first contact the classroom teacher. A team of professionals from the LISD and Britton Deerfield, along with the parents, will discuss the issues and determine the appropriate route to take to help the student with individual concerns.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to students, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents/Guardians who believe their child may have a disability that substantially limits the child’s ability to function properly in school should contact the Principal.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school or any classrooms--particularly those dealing with instruction in health and sex education. The class may be visited, but not disturbed. Any parent who wishes to review materials or observe instruction shall contact the Principal prior to coming to the school and establish a mutually agreed upon date and time for observation.

If a request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the district, the following procedure shall be followed:

- A. The criticism is to be addressed to the building administrator, in writing, and shall include the author, title, publisher, the complainant’s familiarity with the material

objected to, the sections objected to by page and item, and the reason for the objection.

- B. Upon receipt of the information, the administrator shall, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of one (1) or more professional staff members including the administrator.

The Superintendent shall be an ex officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. the accuracy of the material
3. the objectivity of the material
4. the use being made of the material

The material in question may not be withdrawn from use pending the committee's recommendation to the Superintendent.

The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the board of the action taken or recommended.

The board shall review the case and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any board action to remove material will be accompanied by the board's statement of its reasons for the removal.

## **STUDENT RECORDS POLICY**

School records shall be made available to all parents, guardians, teachers and officials of the school district, and/or students 18 years of age or older. The board shall require safe keeping of school records, including use of stipulated forms completed by the persons requesting access. This policy is to conform to the Family Educational Rights and Privacy Act of 1974.

The board authorizes the Superintendent to develop regulations and procedures for implementation of this policy: consent for access to student records, files and data, or request for access to student records, files and data, and release of student records.

Procedure for obtaining access to student records:

1. Complete written request for access to records open only to parents, guardian, school district teachers and officials and/or students 18 years of age or older. Request shall be made to the Principal or his/her designee.
2. An appointment for record examination will be made within 5 business days of request, or as soon as feasible.
3. Examination will occur in a counseling suite, school office or other area deemed appropriate by the school Principal. In each case, the Principal, or his/her designee, will be present and an interpretation of data made to the requested.
4. Requests for transcripts, files and data to prospective employers, universities, other schools or individuals, will be done only when an authorized form is submitted to the building Principal or his/her designee. All requests forms, regardless of source, will be made a permanent part of the student's record (authorized request forms are available in the school office).
5. Examining person may challenge the content of applicable school records on the basis of inaccuracy or misleading or otherwise inappropriate content
  - a. Request for a hearing should be filed in writing with the Superintendent of Schools. Such letters shall stipulate the problem.
  - b. A hearing shall then be conducted, and an opportunity for the correction or deletion of contents. The hearing shall be private, unless specifically requested to be public, and open to the requesting person's attorney. The Superintendent shall determine those before whom the hearing is to be conducted.
  - c. Presentation of evidence and cross-examination shall be permitted by the school and the requesting party. Appeals may be made to the Britton Deerfield Schools Board of Education.

### **STUDENT FINES AND CHARGES**

Students using school property and equipment can be fined for excessive wear, abuse or loss of the property and equipment. The fine is used to pay for the damage and replacement. Please place your child's first and last name in personal belongings.

### **LOST AND FOUND**

A lost and found box will be maintained in the school office or school building. It is the responsibility of the students to claim items. All Items not claimed will be given to a

charitable organization. Please label all personal belongings with your child's names to aide in the identification of personal items.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as large sums of money, jewelry, expensive clothing, electronic equipment, etc. are tempting targets for theft and extortion. The school will not be responsible for their safe keeping and will not be liable for loss or damage to personal valuables.

## **LOST TEXTBOOKS**

Students who lose books or damage books beyond repair, or lose or damage similar class-related materials will be required to pay for replacement cost of said material or appropriate repairs. Restitution is expected to be made within a timely manner. Local law enforcement may be contacted if monetary compensation is not obtained.

## **CAFETERIA AND LUNCH HOUR RULES**

The cafeteria uses the MEAL MAGIC system for students to pay for their food and beverage purchases.

For this system to work efficiently for all students, students will need to pre-pay for their breakfast and lunch. Students can pre-pay for their food in one of three ways:

1. Pre-pay by cash or check before the start of school in the cafeteria.
2. Placing their money/check in a deposit box outside either office before 9:00 am.
3. Deposits can be made online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) using a credit card or debit card. Parents can set up an account and use their card to deposit money to their child's account (fee applies).

In order for the cafeteria staff to serve students as quickly and efficiently as possible, students that have pre-paid for their meals will be allowed to go through the line prior to the students who will be paying with cash. It is recommended that students deposit money on their account to cover one or two weeks of food purchases at a time.

The school system provides an excellent hot lunch program. Students will be allowed to charge their lunch a maximum of **one time**. Additional charges will not be allowed.

Students eating in the cafeteria are responsible for taking care of their trays and waste by putting them in the proper place. Food is not to be taken out of the cafeteria area unless directed to do so. **Food/Beverage: These items are not permitted in the classroom areas and should be reserved for the cafeteria only.**

The following rules are to be followed in the BD cafeteria:

1. Do not cut in the lunch line.
2. Pick up any food, napkins, silverware that has been dropped.
3. There is no food throwing.
4. Restrooms in the school area are the only ones to be used during lunch period.
5. No one is allowed out of the cafeteria during lunch periods without the permission of an adult.
6. The cafeteria and courtyard are for your use during lunch weather permitting; to be determined by staff).
7. The parking lot and front yard are off limits.
8. No food or drink (only water) permitted to leave the cafeteria.

Failure to comply with cafeteria rules may result in a lunch/breakfast detention. In this instance, a student may be required to eat in a creative location such as a separate detention table.

All Britton Deerfield Families are encouraged to complete the Free and Reduced Lunch Form. This is available in the Forms section of the School Handbook.

## **FIRE AND TORNADO DRILLS**

### **Fire drill**

Because fire drills are an important part of our overall safety program, it is necessary that students be aware of the seriousness of the situation and the need for training.

Each room in the building has a predetermined route for emergency exit and all students must acquaint themselves with exit procedures. On hearing the fire alarm, all students will proceed immediately in an orderly manner out the prescribed exit, and remain in a group, at a safe distance from the building.

The teacher will be the last to leave the building and will bring class roster and immediately take roll of the class. All students will remain under the direct control of the classroom teacher. All students will return to their classes when the regular class bell has sounded. There will be a minimum of five fire drills annually.

### **Tornado**

Because of the incidence of tornadoes in our area, it is imperative that all persons are aware of the danger and are fully prepared to take the necessary safety procedures. There will be a minimum of two tornado/severe weather drills annually.

### **Tornado Watch**

A tornado watch means the conditions are favorable for the development of storms that are capable of producing a tornado. When a tornado watch is in effect, the District will continue normal activities but move physical education activities indoors. Each department shall designate someone to be responsible for continuously monitoring the

watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

### **Tornado Warning**

A tornado warning, signals that a tornado has been sighted and could be approaching. Staff will proceed with all students to the pre-designated tornado shelter areas and remain there with the students until further notice. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of his/her designated area unless his/her parent/guardian comes to the school and requests that the student be released or the warning ends. A student is to be released only to his/her parents/guardians.

Teachers and staff will give instructions at the beginning of the school year and prior to authorized drills. Students will follow the procedures posted in the classrooms.

### **LOCKDOWN DRILL**

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three times each school year. The alarm system for a school lock down consists of an announcement from Administration.

### **EMERGENCY SCHOOL CLOSING**

When it becomes necessary to close school, the WLEN radio station will be notified (103.9 FM) in Adrian. In addition, we contact a number of local TV stations with our delay/closing information. Conditions that would close/delay school would be fog, snow, ice, tornado or a mechanical breakdown within the school. Occasionally it is necessary to dismiss school early because of weather conditions. It is the responsibility of each parent to have alternate plans for your child in case you are not at home. Please inform your child's teacher, via student registration form, if your son/daughter is to be bussed to another person's home, etc. Please update the registration form as needed.

**Infinite Campus** has an alert system that we will be utilizing to get mass information out for our school district. Once again, the system will be used to communicate emergency school closings, sporting event time changes, and any other information that would help our parents/guardians in the communication process from the school to home. Please make sure that we have the most recent phone number on file for you throughout the school year. You should feel free to contact our office for any changes.

### **STUDENT REGISTRATION AND DIRECTORY INFORMATION**

The student registration forms within Infinite Campus provide the school with vital information on each student:

1. Student's name, address, and telephone number.
2. First and last name of parents.
3. Business phone and place of employment of mother and father.
4. Doctor's name, address, and telephone number.

5. Name, address, and telephone number of people to contact if parents are not available.
6. Important medical information.
7. Parent's signature authorizing emergency medical treatment.

**The student registration information is now ONLY available online. Each parent MUST complete the online registration information and continue to update the information through the Parent Portal. If you have questions about the process, please contact the student services offices for assistance.**

Throughout the year, students are awarded honors for academics, activities, and other miscellaneous items. In such an event, the District, including all LISD Programs, will authorize local businesses to publicize these accomplishments through electronic or printed media. District and all LISD Program Personnel will authorize the use of this information without jeopardizing the security of the child. Additionally, photographs and/or video may be taken for use in public relations and school-related publications. **If any parent/guardian wishes to opt their child(ren) out of having photos or videos taken, the student services office should be contacted at the onset of the school year.**

## **VISITORS**

School efficiency does not permit student visitation at any time. Any non-student in the building without authorization from the office is considered trespassing and proper authorities will be contacted.

## **USE OF THE MEDIA CENTER**

The Media Center is available to Britton Deerfield students for research and recreational reading. Books may be checked out for a two-week period and renewed for an additional two weeks if needed. Reference materials may be checked out overnight only. Electronic resources are also available for student use. Students are encouraged to return books by the due date. Books not returned must be paid for by the student.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

After school use of facilities by groups is encouraged. However, due to problems of scheduling, advance notice is required. School facility use forms are available in the business office. Each group must be supervised by an adult and must assume responsibility for care of facilities as well as discipline. Failure to do so will result in forfeiture of future privileges.

## **BOOKS, INSTRUCTIONAL MATERIALS, EQUIPMENT, AND LOCKERS**

Books, instructional materials, equipment, and lockers are provided by the school district to each student without charge or deposit. Students are responsible for these items once issued until returned and/or checked out by school officials. Students may be fined for excessive wear and/or damage to school owned property. The fines for damaged or lost books, instructional materials, equipment, and lockers shall be determined by the Principal.

based on the age, condition, and replacement value of the item. However, this does not prevent a student from buying his/her books or instructional materials.

In accordance with Britton Deerfield School District Board Policy 5102, 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.

Locker Rules:

1. Keep your locker closed at all times.
2. Keep your locker neat and clean.
3. Any damage or destruction of lockers by students will result in payment for damage and/or disciplinary action.
4. If your locker does not work properly, report it to the office.
5. The lockers are school property. School authorities may inspect student lockers at any time. Please see Britton Deerfield Board policy 5102 for additional information.
6. Students must supply their own lock and it must be a combination lock. The combination must be given to the office, if not it will be cut off at the expense of the student.
7. **PE Lockers:** may have a lock on them and that must also be a combination lock and the combination must be given to the PE teacher.

## **COMPUTER TECHNOLOGY, NETWORK, AND ACCEPTABLE USE**

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents/guardians must understand the conditions that define the student's participation. Failure to abide by all the terms of the acceptable use policy may lead to termination of the student's access to district computers and disciplinary action up to, and including, suspension from school or referral to law enforcement authorities. The use of school devices and internet connectivity is a privilege provided solely for education purposes. It is impossible for the district and the LISD to restrict access to all controversial issues. The district, including all LISD programs, its employees and agents and individual members of the Board of Education are released from any and all claims or causes of action arising out of a child's misuse of the Network or Network equipment.



## **FUNDRAISING POLICY**

1. Any fundraising will be limited to established school organizations.
2. All fundraising must be approved by the school administration two weeks prior to the start of the project.
3. There must be a specific use for the money being raised. The specific use must be communicated in writing and given to each potential customer being solicited. Money will not be raised for the sole purpose of increasing the amount of funds in the organization's account.
4. All organizations/clubs are limited to one fundraising event per year.
5. To avoid overlap and over taxing the Britton Deerfield Area, all fund raisers must be coordinated through the master calendar in the school office.
6. Fundraising by booster organizations are exempt from this policy.

## **USE OF TELEPHONES**

A student will not be allowed to use the office phone unless there is an emergency. If a student is ill or injured, they will report to the school office where phone calls home will be made by school personnel. Children may not call to make personal/social after school plans. These activities should be pre-arranged with families before the start of the school day.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the advance approval of the Principal or his/her designee. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Students are prohibited from using cell phones or other electronic communication devices (ECD) or have them turned "on" during the school day, (8:00 am to 3:00 pm). The term "using" refers not only making or receiving calls, but also using the cell phone or ECD for any other purpose—unless specified by a specific teacher—for a specific educational purpose.

Students are **TO HAVE CELL PHONES BOTH "OFF," AND "AWAY"** during the school day. Students may bring these items to school and leave them in their lockers...**turned off**. The student may bring in a combination lock and put it on their locker. The combination must be given to the office. **"NO"** padlocks with keys will be allowed. The Britton Deerfield Schools are not responsible for any lost or stolen ECD's.

Violation of this policy may result in the confiscation of the device by school authorities and further disciplinary action including suspension from school.

**1<sup>st</sup> offense** ~ student loses device for rest of day; student may get back from principal at the end of the day.

**2<sup>nd</sup> offense** ~ student loses device until parent comes in to pick device up from principal.

**3<sup>rd</sup> offense** ~ student loses device until meeting with principal, parent, and student; student could be suspended until meeting.

### **NOTICE OF NON-DISCRIMINATION**

Britton Deerfield Schools does not discriminate on the basis of race, color, religion, national origin, sexual orientation, ancestry, age, sex, marital status, or handicap in the admission, access to, benefits of, or employment in its programs or activities as provided by district policy and in compliance with federal and state law.

### **NOTICE OF NON-DISCRIMINATION IN VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION**

In compliance with the non-discrimination regulations of the Vocational Education Division of the Michigan Department of Education, notice is hereby given that Britton Deerfield Schools, does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, marital status, or handicap in offering vocational education and applied technology opportunities to students of the school district.

### **PARENT ORGANIZATIONS**

The Board of Education supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name of good offices of the District must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join such organizations(s) in their related area(s) of specialization or interest.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

## **PESTICIDE CONTROL ACT REQUIRES NOTICE OF PESTICIDE APPLICATION**

Public Act 131 of 1993, amends the Pesticide Control Act to require administrators to notify parents and guardians or children attending school of their right to be informed prior to application of pesticides at that school. If you would like any additional information or notification, please contact the school office.

## **PLAN FOR PARENT INVOLVEMENT FOR BRITTON DEERFIELD SCHOOLS**

The following is an outline of the Britton Deerfield Parent Involvement Plan:

1. Beginning with the start of 2011-2012 school year and each year after, included online will be Britton Deerfield Board of Education Policies. These policies can be found at: [www.bdschools.us](http://www.bdschools.us).
2. In addition, we will provide each parent with a calendar of school events for the current school year. This will allow parents to plan for their child's school activities.
3. Annually, each spring, the school leadership team will identify the effectiveness of the activities, events, and efforts of school programs that encourage parent participation during the previous school year, (i.e., schedules of parent/teacher conferences, open houses, parent surveys, newsletters, activities, and the use of parent volunteers). Information gathered will be used to identify parent involvement activities for the following school year.
4. The Parent/Student Compact can be found in the Forms section of the School Handbook.
5. A Criminal History Information Consent Form **MUST** be completed by any parent/guardian/adult who is supervising or working with students during the school day. This form can be found in the Forms section of the Student Handbook or in the school office. No adult will be allowed to participate in any event without this consent form completion.

## **PARENT/GUARDIAN CLASSROOM OBSERVATION**

1. The parent/guardian must contact the principal to setup the observation. When the observation is complete and the parent/guardian needs to discuss anything with the principal they will need to setup another meeting with the principal and teacher.
2. The length of time will be **one** class period per school year.
3. The parent/guardian must sit in the back of the classroom.
4. The parent/guardian must not talk, interact, or disturb the class for any reason.
5. When the class is complete the parent/guardian must leave the room and come to the office to sign out before exiting the building.

## **PRIVACY ACT**

Any student not wanting to have his/her name released for publication (i.e. newspapers, yearbook, etc.) should complete the emergency registration form appropriately. Otherwise, all names may be released for publication.

## **SCHOOL DAY**

The school buildings will be opened at 7:20 a.m. and students may enter at that time. All students may be required to remain in one location for the purposes of student monitoring until a designated time. Teachers are on duty for extra help at 7:50 a.m. The tardy bell rings at 7:55 a.m. All students are to be in their seats ready for classes to begin promptly at 8:00 a.m.

The school day ends at 3:00 p.m. Athletic practices and other activities begin at this time unless specialized dismissal times are established for educational or athletic purposes as. Students are not to report to school earlier than 7:20 a.m. and should leave the building in the afternoon immediately after dismissal. No adult chaperones are available at the end of the school day unless scheduled ahead of time for a specific event. The administration reserves the right to change the entrance times at the start of each day based on situations that may arise.

## **COUNSELING AND GUIDANCE**

Britton Deerfield Public Schools offers a school-based guidance and counseling program. The goal of the program is to provide the students with skills to cope with their everyday lives and to focus on the social and emotional needs of the children. It involves classroom presentations, small group counseling on specific topics, individual counseling and consultation with staff and parents. When students are identified for small group counseling, parents are informed and permission is requested. Students may be referred by their teachers, parents, principals, or the student may refer themselves. Counselors are available to meet with parents at any time upon request.

The school counselor is here to help your child grow and have a positive school experience. If you would like more information about the middle school guidance and counseling services, please put your request in writing to the counseling department or the principal. All contacts with the counselor will be kept in strict confidence.

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, in school buildings, and on school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

## **BICYCLES**

The Britton Deerfield Schools assumes no responsibility for loss or damage to a bicycle. They must be “walked” when on school property and parked in bicycle racks.

## **SECTION II ~ ACADEMICS**

### **GRADES**

The purpose of a grade is to indicate the extent to which the student has acquired necessary learning. In general, students earn grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students of weights at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Britton Deerfield Schools uses the following grading system:

A+ (100)		
A (93.5)	C+ (76.5)	D- (59.5)
A- (89.5)	C (72.5)	F (0-59)
B+ (86.5)	C- (69.5)	
B (82.5)	D+ (66.5)	
B- (79.5)	D (62.5)	

### **ADDING AND DROPPING CLASSES**

There will be no adding or dropping of classes unless the class is too full and necessary adjustments must be made. Students may request a class change by completing a class change form. These forms are available in the office. Class change forms must be signed by a parent/guardian and are only available until the end of the first full week of the semester. All class change requests are subject to approval of the Administration and may be denied for educational reasons.

### **PROMOTION**

The schools in the district are dedicated to the best total and continuous development of each pupil enrolled. The professional staff will place pupils at the grade level best suited to them academically, socially, and emotionally. Promotion, retention, and placement decisions rest with the teachers and administration in collaboration with the parents. If a parent chooses to go against a teacher's recommendation, regarding retention or promotion, the parent will be required to sign a letter of acknowledgement and the student will be placed in their next level based on that decision.

### **REPORT CARDS**

Report cards are issued, online, at the end of each grade period. Report cards will be handed out at parent/teacher conferences in the fall.

**Incomplete:** An "I" or incomplete appears on the report card when illness has caused a prolonged absence from school. A student will have as many days to make up their work as they had been absent. If this is not done in this period of time, the grade will automatically change to an "F". No students are permitted to leave the district with an "I" (incomplete) grade, as final grades must be calculated in conjunction with an Exit GPA.

## **FINAL EXAM**

Final exams are given to all students. All final exams that have been missed will be made up after a regular final exam has taken place. It is each student's responsibility to make exam make-up arrangements. Without the final, grades will be recorded as incomplete. All incompletes must be made up within five days, one (1) week. After that time period, the incomplete becomes an "F". The Principal will have the ability to clear a student according to individual circumstances.

## **PHOTOGRAPHING/VIDEO TAPING/DISPLAY OF STUDENT WORK**

During the course of the year, photographs and/or video tapes may be taken for use in public relations, school related publications and official school web page. Reproductions of videotaping or photographs may be used by the administration for the purpose of school publicity.

Additionally, the display of student work may be used for school publicity and/or education-related conferences.

Should you not want your child to be photographed/videotaped relating to classes or school activities or want their work displayed outside of school, contact the school office. This request needs to be put in writing.

## **ONLINE LEARNING INFORMATION**

In 2013, the Michigan Legislature expanded student access to digital learning options through Section 21f of the State School Aid Act. As a result, students enrolled in a public school district in grades 6-12 are eligible to enroll in up to two (2) online courses during an academic term.

Students must register and be approved to take a semester online Edgenuity course with the high school or middle school counselor. Additionally, each registered online student will be assigned a district professional, highly qualified employee that will monitor the pupil's progress, ensure the pupil has access to the needed technology, and is available to assist the student.

The student's deadline for semester online learning courses will be the same as general education courses. Students are required to have 100% completion of the online course with at least 60% proficiency to obtain credit for online courses taken.

It is important parents identify whether their child(ren) is well suited to participate in an online learning environment. This includes self-motivation, a strong desire to learn skills, acquire knowledge and complete assignments on time, and complete work without direct supervision while maintaining a strict schedule. Any parent not wanting their child(ren) to be enrolled in online courses through Edgenuity should contact the middle school or high school counselor at the onset of the school year.

## **SECTION III ~ STUDENT ACTIVITIES**

### **AFTER SCHOOL ACTIVITIES**

Any student or groups of students involved in any after school activity are required to have a chaperone or sponsor present at all times. The activity shall be in a designated area. Upon completion of the activity the students must leave the building.

Students not involved in after school activities must leave the building immediately after school is dismissed.

### **CLUBS, ORGANIZATIONS, SPORTS**

Britton Deerfield Schools is a member of the Tri-County Conference and the Tri River 8—both programs offer inter-scholastic sports for both male and female students. All students interested in athletics are encouraged to participate. Our program is operated under the rules and regulations of the Michigan High School Athletic Association and the Britton Deerfield School Athletic policies. All coaches will read and reference the athletic policies affecting members of their teams. The Athletic program shall be directed so that sportsmanship is of the highest importance.

### **STUDENT COUNCIL**

The Student Council is a very important organization that serves the students, staff, and community. Some of the duties of the Student Council are:

1. The Student Council will meet monthly to discuss school activities.
2. The Student Council will maintain a school calendar of approved fund raising activities, dances, and other events and activities.
3. The Middle School will have a Student Council comprised of members in grades 6-8 and the High School Student Council will be comprised of students in grades 9-12.

### **DANCE RULES**

1. Dances must be approved by the Principal or Superintendent at least two weeks in advance.
2. Dances will be sponsored and supervised by the individual organization and their advisors.
3. The sponsoring organization will be responsible for buying decorations.
4. If any concessions are planned, the sponsoring organization will pay for food sold and receive the profits.
5. A minimum of four chaperones are needed for high school events and two chaperones for middle school events.
6. Sponsoring organization members will be responsible for clean-up.
7. Events will be over no later than 10:00 p.m. for students in grades 6-8, and 11:30 p.m. for students in grades 9-12.

8. Once a student exits the dance, they will not be allowed reentry unless previously approved by a faculty chaperone. (Chaperones will not be responsible for students who leave the dance without permission).
9. Any student that attends a dance with a guest, who is not a student at Britton Deerfield Middle School, must fill out a guest dance application. These forms are available in the student's services office. Dance applications must be returned 48 hours before the dance.
10. Any student who attends a dance with a guest who is not a student of this school will be held responsible for the conduct of his/her guest.
11. If any emergency exists, advise the chaperones immediately.
12. Middle School dances are for students in grades 6-8 ONLY.
13. Any disruptive behavior will result in the student being asked to leave the dance.
14. All contracts with dance bands/D.J. must be approved by the Principal prior to any commitment.
15. Students or others participating in the dance who indulge in any unmannerly or inappropriate displays of affection will be asked to leave the dance without any refund or admission.

## **TITLE IX**

Consistent with Policy 3118, 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 sexual harassment under Title IX. Allegations of other forms of sex discrimination should be addressed under the district's 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, through this Policy, will fulfill the District's investigation requirements.

## **BD ATHLETIC POLICIES**

Britton Deerfield Schools desires every student to have the opportunity to participate in extra-curricular activities. Even though everyone is encouraged to try out, certain rules and policies must be followed for everyone to benefit from all programs. It is a privilege to be an athlete at Britton Deerfield Schools and it is expected that all athletes be good representatives of our school and the community. Conforming to the rules of the sport and the athletic department help ensure success in team performance.

## **ATTITUDE**

A positive attitude is expected by all athletes, coaches, and fans. Coaches are expected to set an example for the team with organized practices, constructive teaching of rules and skills, fair treatment of each player, and good conduct with sportsmanship to opponents and officials. Each athlete is expected to participate fully in all mandatory



practices, follow the rules/instructions given by the coach, play hard within the rules, accept the outcome of the contest and give their best effort.

### **CUTTING**

It would be ideal to keep everyone that goes out for a sport and to play them all equally. However, this is not reality. The number to of players to be kept on an individual team will be determined by the Coach and the Athletic Director prior to any cuts being made. Individual coaches shall have the sole responsibility of selecting the members of a team. There is **NO** cutting in our Middle School Athletic Program. Cuts may be made at the junior varsity and varsity levels.

### **ELIGIBILITY**

A student athlete must meet age and credit requirements of the Michigan High School Athletic Association.

### **WEEKLY ELIGIBILITY**

Academic eligibility will be checked on a weekly basis and is cumulative throughout the semester. If a student/athlete is failing two or more classes, they will be declared ineligible for a seven-day period beginning the Monday following the eligibility reports. **The student/athlete will be required to go to all practices, but will not participate in any athletic contests while ineligible. It is the coach's discretion whether an ineligible athlete can be with the team on the sideline/bench during an athletic contest.** (Note: Coaches must establish this prior to the start of each season and inform athletes and parents).

### **SEMESTER ELIGIBILITY**

An athlete will be ineligible to compete if they have two or more failing semester grades.

An athlete is declared scholastically ineligible when:

- A. 1<sup>st</sup> and 2<sup>nd</sup> offense: The student/athlete will be required to attend practice, but will not participate in any contest(s). It is the coach's discretion whether an ineligible athlete can be with the team on the sideline/bench during an athletic contest.
- B. 3<sup>rd</sup> offense: The student is dismissed from the team. A student dismissed from a team because of eligibility is not eligible for any team or individual awards.

### **SCHOOL ATTENDANCE**

A student/athlete must be in attendance by 8:10 AM daily to be able to practice or participate in an athletic contest. Excused reasons for missing school and still participating in practice or a game will be determined by the administration.

Medical documentation must be given to the office for excusals, Funeral information is also acceptable. These excused absences must be arranged prior to the day of practice or game and the Athletic Director and/or Principal must be notified a minimum of 24 hours ahead of time.

### **PERSONAL CARE**

A student/athlete is expected to dress neatly for contests, and to keep uniforms, equipment, and practice clothes clean and sanitary. Coaches set standards for dress and equipment cleanliness.

### **PRACTICE**

- A. A student-athlete is expected to be at all mandatory practices. Each coach will establish and enforce a policy for unexcused absences. If a student-athlete cannot be at practice, it is his/her responsibility to tell the coach personally.
- B. If a student requests to come out for a sport after practices for that sport have started, it will be left up to the discretion of the coach as to whether the student will be allowed to participate in that sport. A variety of factors should be considered. Any athlete allowed to start late will be required to have a minimum number of practices before they can compete in games.
- C. If cuts have been made, a student will not be allowed to come out for the sport after the cuts have been made. If the date of the first scheduled game has passed, students will not be allowed to come out for that sport.
- D. If a student moves to Britton Deerfield during a sport season, they may be allowed to participate in a particular sport if they meet all the requirements of the MHSAA and the Britton Deerfield Athletic Policy.

### **TRANSFER STUDENT ATHLETES**

Britton Deerfield Schools will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school.

A student who transfers to Britton Deerfield Schools after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Britton Deerfield Schools for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Britton Deerfield School district and the Michigan High School Athletic Association. Each situation will be considered on a case-by-case basis, and will be examined by the Athletic Director and the school administrative team.

## **INJURIES**

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## **QUITTING**

If a player quits (leaves practice early, turns in equipment, misses two unexcused practices, or other offenses designated by the coach) he/she may request to be reinstated. The request must be submitted to the Athletic Director and a meeting will be held with the coach, player, and Athletic Director.

- A. The player may request reinstatement for the first offense. If a player violates the rule a second time, the player will be dropped from the team eligibility roster for the season, and may not practice another sport until the season of the sport quit is completed.
- B. If the initial request for the reinstatement is not made in two days, the student will not be allowed to play in that sport for the remainder of the season.
- C. Any student who is removed from a team or quits without mutual agreement of coach and administration will result in suspension of eligibility for 1/3 of the next sport season. If there is a disagreement as to whether quitting is mutually agreed to, students can appeal to the Athletic Director or Principal.

## **TRANSPORTATION**

Britton Deerfield Schools provides transportation TO away contests during the school week. All athletes are expected to ride the bus TO all away athletic events, when transportation is provided, unless otherwise approved by the Coach or administration.

## **DISCIPLINE**

Team coaches, the Athletic Director, and Administrators of Britton Deerfield Schools may suspend a student-athlete for actions that violate the Britton Deerfield Code of Conduct, Board Policies or Athletic Policies. Notification of any violation and disciplinary action will be given to the athlete, the athlete's parents, the Athletic Director, and the Principal.

## **APPEAL**

If a student-athlete or their parent(s) feel a disciplinary action is unfair or unjust, they may request an appeal. This request must be submitted, in writing, within two days of the disciplinary action. The appeal process will begin at the level where the disciplinary action originated, and progress through the school's chain of command. The appeal process will follow the steps listed below:

- a. Team Coach
- b. Athletic Director
- c. Principal
- d. Superintendent

## **RESPONSIBILITIES**

A student-athlete is responsible for being on time for practices and games, maintaining equipment and returning it in good condition, notifying the coach of any problems, and being a good representative of our school.

No student-athlete will be allowed to participate in game competition of a subsequent sport until all uniforms, equipment, and supplies of the previous sport are returned and accounted for.

## **POSSESSION OR USE OF TOBACCO, DRUG, ALCOHOL PRODUCTS AND PREFORMANCE ENHANCING SUBSTANCES**

**First Offense:** Minimum penalty is one third of a season suspension. If more than two-thirds of the season is over at the time of the violation, the penalty will carry over into the next sport in which the student participates.

A student who is serving a first offense suspension will be expected to practice, dress for all games, sit on the bench (not dressed in uniform), and follow all other training rules or he/she will be removed from the team eligibility roster.

**Second Offense:** The student/athlete will be suspended from all athletics for a period of one calendar year.

**Third Offense:** Permanent suspension from all athletics.

## **AWARDS**

Standards for earning Britton Deerfield School Awards should be explained to the team when the season begins. All awards must meet M.H.S.A.A. monetary guidelines. In order to receive any awards the player must complete the season.

**ATHLETIC BOOSTERS**

Every parent with a child participating in athletics is automatically a member of the Athletic Boosters. Meetings are held once a month and are announced on the school website and social media.

**ATHLETIC PASS**

Britton Deerfield Athletics has instituted the use of athletic passes. Passes are available in the Main Office as follows:

Family Pass	\$150.00	Family pass is for families--parents and school age children living in the home.
Adult	\$80.00	
Student	\$50.00	
Sr. Citizens	Free	62 years of age and older

## **SECTION IV ~ STUDENT CODE OF CONDUCT**

### **USE OF FORCE**

Britton Deerfield employees and other representatives will not use, inflict, or cause physical pain by hitting, paddling, spanking, slapping, or applying any other means of physical force against a student for the purpose of discipline. An employee or representative may, however, use reasonable physical force against a student as is necessary to maintain order and control within the school environment or educational program. MCL 380.1312.

### **REPORTING STUDENT CONDUCT TO LAW ENFORCEMENT**

The Britton Deerfield Board of Education requires district personnel to report, to law enforcement, student conduct that is suspected to be illegal and that jeopardizes the health or safety of other students, staff, or others. This includes, but is not limited to, anytime a student is in possession of a dangerous weapon at school or at any school sponsored program or event, a student who engages in arson, a student who engaged in criminal sexual conduct, or a student who physically assaults an employee or other representative of the District.

This does not, however, prevent the district from reporting other incidents to law enforcement which, in the opinion of the Superintendent or other District administrator, is suspected to be illegal and may jeopardize the health or safety of other students, staff, or others.

### **REPORTING STUDENT CONDUCT TO PARENTS/GUARDIANS**

Under most circumstances, student conduct which represents a violation of this Student Code of Conduct will be reported to the student's parent/guardian. If the violation is minor (level one) and the student is not a frequent offender, the student's parent/guardian may not be notified.

### **REPORTING STUDENT CONDUCT TO OTHER PERSONS OR ORGANIZATIONS**

Britton Deerfield Schools may report student conduct to other persons or organizations where disclosure of the information is necessary to protect the health or safety of the student or other persons. Disclosure of the student's conduct will only be made to the individuals or organizations to whom the information is necessary to protect the health or safety of the student or another person.

### **STUDENT DISCIPLINE**

The Britton Deerfield Board of Education desires to provide its students and staff with a learning environment that is free from substantial disruption. To that end, the Board requires that all students adhere to this Student Code of Conduct and that students submit to such disciplinary measures as are appropriate for infraction of these rules and expectations.

This Student Code of Conduct applies to all students at all times when enrolled in an educational program. This includes all distance/remote/online and other off-site educational programs that may not require a student's physical presence on a Britton Deerfield campus.

### **SERIOUSNESS OF OFFENSE**

Britton Deerfield Schools has developed a level system, which is intended to identify the seriousness of each offense and the typical, minimum disciplinary action to be imposed by the District should a student commit the identified offense. Although the identified levels are intended to establish the basis for which disciplinary action will be determined, the district may also consider the following factors in arriving at a disciplinary decision: (1) the egregiousness of the student's conduct; (2) the history or record of the student's past conduct; (3) the impact of the student's conduct on the delivery of educational services to other children; (4) the interest of the student; (5) the student's age; (6) the student's ability-functioning level; (7) circumstances surrounding the offense and the student's intent; and (8) relationship of the student's behavior to the student's mental or physical health.

**Level One:** A level one offense consists of problematic behavior which violates the expectations and rules of the District community, but is not severe enough to warrant significant disciplinary action, such as removal from class or suspension from school, unless the offender has committed multiple violations. Level one offenses may result in loss of privilege to participate in non-mandatory educational programs, activities, or events sponsored by the District.

**Level Two:** A level two offense consists of a problematic behavior which violates the expectations and rules of the District community, which may result in immediate removal from class and/or a short-term suspension (10 or fewer days) from school on the first offense, or may result in more severe action if the offender has committed multiple violations. Level two offenses may also result in loss of privilege to participate in non-mandatory educational programs, activities, or events sponsored by the District.

**Level Three:** A level three offense consists of a problematic behavior which violates the expectation and rules of the District community, which may result in an immediate long-term suspension (more than 10 days, but not more than 59 days) from school on the first offense, or may result in more severe action if the offender has committed multiple violations. Level three offenses may also result in loss of privilege to participate in non-mandatory educational programs, activities, or events sponsored by the District.

**Level Four:** A level four offense consists of a problematic behavior which violates the expectation and rules of the District community, which may result in suspension for 60 or more days or expulsion from school on the first offense.

## Level One Offenses

Offense	Definition	Seriousness of Offense
<b>Disruptive Behavior</b>	Behavior that interferes with the orderly operation of the educational program and/or school environment	Level One
<b>Infraction of School Rules</b>	minor misbehaviors which impede on orderly classroom procedures or interferes with the orderly operation of the school.	Level One
<b>Inappropriate Display of Public Affection/Physical Contact</b>	Inappropriate display of affection includes the physical touching of another person in an intimate or sexual manner	Level One
<b>Dress Code Violation</b>	Refusal or failure to comply with the school dress code.	Level One
<b>Electronic Device—unauthorized use or possession or failure to comply with the District's Acceptable Use Policy</b>	Failure to comply with the requirements of the District's Technology Acceptable Use Policy or use of any technological device or resource, including personal mobile devices and computers, for inappropriate or illegal purposes, such as action which results in loss of data, interruption of District operations, interference with educational activities, alteration or damage to software or hardware, or creating or distributing/sharing inappropriate content.	Level One
<b>Larceny/Theft or Possession of Stolen Property</b>	Taking an item without permission of the owner	Level One – Three, depending upon the circumstances and the value of the item(s)
<b>Leaving Classroom/Assigned Area without Permission</b>	Leaving the assigned area or school grounds without obtaining prior approval of the teacher or school official in charge	Level One -- Two
<b>Loitering</b>	Remaining, without authorization or legitimate purpose, within an area or part of a school facility or campus	Level One
<b>Littering</b>	Littering is knowingly depositing trash or unwanted debris on any public or private property, or in any public or private waters, without permission to do so	Level One
<b>Misrepresentation, fraud, or making a false statement in writing or in person—can include school records or identifying oneself wrongfully</b>	Knowingly or intentionally making a statement, whether oral or written, that is not true, whether for personal gain or not	Level One – Four; depending upon the circumstances and severity of the falsification
<b>Possession of a Weapon</b>	The possession, while on school property or at any school sponsored program or event, of any instrument or object, which could reasonably be determined to be a weapon, but that is <u>not</u> considered a “dangerous weapon” as defined by Michigan law and in this Student Code of Conduct	Level One



<b>Gambling</b>	Participating in games of chance or skill for money or profit	Level One
<b>Indecency</b>	An inappropriate act, gesture or expression that is not socially proper	Level One
<b>Misuse of a Pass</b>	Failure to obtain or use as expected, a hall pass given to a student by a figure of authority	Level One
<b>Parking Violation</b>	Parking in a restricted area or area not intended for student use while at school or during a school sponsored activity	Level One
<b>Unauthorized Use of School Equipment</b>	Use of school equipment or property without the consent of school administration or authority	Level One -- Three
<b>Violation of Classroom Rules</b>	Failure to comply with classroom procedures or established guidelines within a teacher's teaching domain	Level One
<b>Bus Misconduct</b>	Behavior by a student which is detrimental to the safe operation of the school bus	Level One -- Three
<b>Confrontation</b>	a hostile or argumentative meeting or situation between opposing parties initiated by one party and being threatening in nature	Level One -- Three
<b>Mean Behavior</b>	To purposefully say or do something to someone else that is hurtful, shameful or motivated by emotion	Level One -- Three
<b>Disrespect</b>	To lack regard or respect for a person in authority	Level One
<b>Use of Profanity or Inappropriate Communication</b>	Use of offensive language, images, or other means of communication either written or spoken.	Level One – Two; depending upon severity of language used
<b>Academic Dishonesty</b>	Cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty.	Level One -- Three

## Level Two Offenses

<b>Offense</b>	<b>Definition</b>	<b>Seriousness of Offense</b>
<b>Consensual Sexual Activity</b>	Engaging in sexual conduct to which the participating parties have consented on school property or at any school sponsored program or event.	Level Two
<b>Dangerous Conduct</b>	Acting in such a way as to cause a significant disruption to the school environment or educational program.	Level Two
<b>Skippping Class</b>	Any absence from class that is not authorized by the school	Level Two
<b>Skippping Detention</b>	Intentionally not attending an assigned detention meant to serve as a consequence of past discipline	Level Two
<b>Hazing or Discriminatory Conduct</b>	To annoy, impede, or otherwise negatively interfere with another person, including the wearing or possession of items depicting or implying hatred of, or prejudice towards, another person on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability,	Level Two

	<p>pregnancy status, genetic information, or other characteristic protected by law, and where the conduct is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress, and is conduct that meets all of the following:</p> <ul style="list-style-type: none"> <li>▪ substantially interferes with educational opportunities, benefits, or programs of one or more students;</li> <li>▪ adversely affects the ability of a student to participate in or benefit from the LISD's educational program or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and</li> <li>▪ is based on a student's actual or perceived distinguishing characteristic (i.e. race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, mental/physical disability, or by any other distinguishing characteristic), or is based on an association with another person who has, or is perceived to have, any of these characteristics.</li> </ul>	
<b>Insubordination</b>	Refusal or failure to comply with a directive or instructions given by a school official or representative.	Level Two
<b>Interference with School Representatives—failure to cooperate</b>	Preventing or attempting to prevent school representatives from engaging in their responsibilities through threats, violence, harassment, physical action, or otherwise. Providing false information during an investigation or making false accusations.	Level Two
<b>De-panting/Disrobing</b>	To remove the trousers/pants/shorts/underwear, etc. from someone against their wishes as a joke or prank	Level Two
<b>Distribution or possession of an unauthorized material</b>	Possession, display, or distribution of any inappropriate or illegal materials such as violent or pornographic images or statements.	Level Two
<b>Driving without authorization</b>	Driving to school or on school property without the legal ability to do so or against the consent of the district administration; without properly registering one's vehicle with the school office	Level Two
<b>Verbal Assault</b>	Issuing a threat, with the ability to carry it out, and the action reasonably causes a person to feel afraid of impending violence, or causing violence or physical injury to another person.	Level Two
<b>Dangerous Driving or Parking</b>	the act of driving, or parking, a motor vehicle in a manner that falls far below that expected of a competent and careful driver and hence puts the life of the driver and the lives of other road users at risk.	Level Two

<b>Breach of Security</b>	A security breach occurs when an intruder gains unauthorized access to a location or an organization's protected systems and data.	Level Two – Four; depending upon the level of breach and the consequences to the district
<b>Food Fight/Improper Use of Food</b>	A form of chaotic, collective behavior, in which food is thrown at others in the manner of projectiles; the use of food outside of its intended use for consumption	Level Two
<b>Forgery</b>	The action of forging or producing a copy of a document, signature, banknote, or work of art.	Level Two
<b>Gang Related Activity</b>	Behaviors that suggest a pattern of criminal activity and means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes or acts by a juvenile that would be an underlying crime if committed by an adult.	Level Two – Four; depending upon the act committed
<b>Hazardous Material</b>	The use of any substance or material that could adversely affect the safety of the public, handlers or carriers. This could include, but not be limited to, aerosols, perfumes, fluids, or any other agent that could harm a human or has the potential to do so.	Level Two -- Four
<b>Provocation</b>	Any action or speech that makes someone annoyed or angry, especially deliberately	Level Two
<b>Trespassing</b>	Entering or remaining on a school facility or campus without proper authorization, or when directed not to be present on the school facility or campus.	Level Two
<b>Unauthorized Video/Audio Recording</b>	Use of a video or audio recorder to record the image or statements of others without their permission or use of such in areas with an expectation of privacy such as restrooms.	Level Two
<b>Under the Influence of a Controlled Substance</b>	Having any bodily controlled substance content while present at school or while participating in any school sponsored program or activity, unless such is permitted by law.	Level Two -- Four
<b>Vandalism</b>	Intentionally or recklessly causing damage to or defacing District property or the property of others.	Level Two
<b>Possession, Display, and/or Distribution of Racially Divisive Symbols, Graphics, and/or Statements</b>	Possessing, displaying, and/or distributing any racially divisive symbols, graphics, and/or statements that, in the opinion of the LISD administration, are likely to cause a material and substantial disruption to the educational program and/or orderly discipline of the school district	Level Two

### Level Three Offenses

<b>Offense</b>	<b>Definition</b>	<b>Seriousness of Offense</b>
<b>Battery</b>	Use of force causing bodily harm or injury to another person.	Level Three, however,

		if the offender is a student in grade six or higher and the battery/physical assault is against a school representative or another student, Level Four (MCL 380.1311a)
<b>Bullying/Intimidation</b>	<p>To annoy, impede, or otherwise negatively interfere with another person, including the wearing or possession of items depicting or implying hatred of, or prejudice towards, another person on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy status, genetic information, or other characteristic protected by law, and where the conduct is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress, and is conduct that meets all of the following:</p> <ul style="list-style-type: none"> <li>▪ substantially interferes with educational opportunities, benefits, or programs of one or more students;</li> <li>▪ adversely affects the ability of a student to participate in or benefit from the district's educational program or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and</li> <li>▪ is based on a student's actual or perceived distinguishing characteristic (i.e. race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, mental/physical disability, or by any other distinguishing characteristic), or is based on an association with another person who has, or is perceived to have, any of these characteristics.</li> </ul>	Level Two -- Three
<b>Endangerment</b>	Acting with recklessness or disregard such that significant bodily injury or death to another person is likely.	Level Three
<b>Poisoning</b>	To attempt to cause physical harm to another person by causing them to ingest, inhale, or otherwise absorb a poisonous substance.	Level Three -- Four
<b>Extortion</b>	the practice of obtaining something, especially money, through force or threats	Level Three
<b>Theft or Possession of Stolen Property</b>	Taking property from another person by force or threat of force; possessing something taken without permission	Level Three
<b>Fighting</b>	The action of using, displaying or engaging in violence, combat, or aggression with a person or persons.	Level Three

<b>Fire Alarm/False Reporting</b>	The act of deliberately pulling a fire alarm or falsely reporting a dangerous situation to staff, students or administration	Level Three—may also include consequences from local, State or Federal law enforcement
<b>Sexual Harassment</b>	Any communication that denigrates, threatens, or shows hostility towards another person based on that person's gender, including persons of the same or opposite gender from the offender. Sexual harassment may consist of unwelcome sexual advances, sexting, requests for sexual favors or other communication of a sex-based nature.	Level Three – Four
<b>Skipped ISS</b>	Not attending a disciplinary consequence of in-school suspension	Level Three
<b>Third In a Fight</b>	Aiding an individual through participation in the act of fighting	Level Three
<b>Harassment</b>	Any behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness	Level Three
<b>Vandalism</b>	Intentionally or recklessly causing damage to or defacing District property or the property of others.	Level Three

### Level Four Offenses

<b>Offense</b>	<b>Definition</b>	<b>Seriousness of Offense</b>
<b>Arson</b>	Acting in a deliberate manner to set fire to property, or the intent or attempt to participate in or enable the burning of property for any reason.	Level Four (MCL 380.1311(2))
<b>Bomb Threat</b>	Reporting to school, public safety, or others the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Level Four (MCL 380.1311a)
<b>Possession of a Dangerous Weapon</b>	The possession, while on school property or at any school sponsored program or event, of a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.	Level Four, unless the student establishes in a clear and convincing manner at least one of the following: (a) the dangerous weapon was not possessed for use as a weapon, or for delivery to another person for use as a weapon. (b) the student did not know he/she had the weapon. (c) the student did not know or should not have been expected to know

		that the item was a dangerous weapon. (d) the student had permission to possess the weapon from school authorities or law enforcement. (MCL 380.1311)
<b>Sexual Misconduct</b>	Engaging in any unwelcome behavior of a sexual nature, which typically includes physical contact with another person that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.	Level Four (MCL 380.1311(2))
<b>Threat of Violence</b>	Reporting to school, public safety, or others that violence on or near school property is imminent or likely to occur without a reasonable belief that violent activity will occur.	Level Four
<b>Use of a Weapon, including, but not limited to, a Dangerous Weapon</b>	The use of any object which is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air, and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, daggers, dirks, stilettos, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and any other weapon described by State or Federal law.	Level Four
<b>Use of an Explosive Device</b>	The placement or use of any device that relies on the exothermic reaction of an explosive material to provide a violent release of energy, regardless of whether or not such actually detonates or causes any explosion, with the intent to cause physical harm or damage to property.	Level Four
<b>Drug/Medication use, abuse, possession</b>	Possession of any kind of controlled substance or look-alike substance on school property or at any school sponsored program or activity.	Level Four
<b>Falsifying school records</b>	The deliberate act of manipulating or changing any records that schools or education agencies maintain about students.	Level Four
<b>Physical Assault</b>	the act of causing the victim to apprehend imminent physical harm or injury	Level Four

### **LEGAL BASIS FOR SCHOOL DISCIPLINE**

The Board of Education's right to establish and enforce this Code of Conduct is based on Sections 340.613 as amended by the Special Education Act P.A. 198 of 1971 and 340.614 of the General School Laws of Michigan 1960.

## **SUSPENSION AND EXPULSION OF STUDENTS**

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of greater than 10 school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days or an expulsion, District administration and/or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption) by considering the following factors:

- (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.

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: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

- (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.

The Britton Deerfield Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The Britton Deerfield Board directs any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

The school administrators may suspend a student for 10 or fewer school days for an offense identified in this Student Code of Conduct as a level two or greater offense, or if the offense is identified as a level one offense, but the student is a frequent offender. Before exercising this authority, the school administrator must: (1) provide the student due process as described in the section of this Student Code of Conduct entitled "Due Process and Appeals Rights"; and (2) determine if the student is a student with a disability, in which case the student's discipline is subject to the section of this policy entitled "Discipline of Students with a Disability." Furthermore, the school administrator, before choosing to suspend a student for 10 or fewer days must consider the following factors:

- (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.

The Superintendent may suspend a student for up to 59 school days for an offense identified in this Student Code of Conduct as a level three or higher offense, or if the offense is identified as a level two offense, but the student is a frequent offender. Before exercising this authority, the Superintendent must: (1) provide the student due process as described in the section of this Student Code of Conduct entitled "Due Process and Appeals Rights"; and (2) determine if the student is a student with a disability, in which case the student's discipline is subject to the section of this policy entitled "Discipline of Students with a Disability." Furthermore, the Superintendent, before choosing to suspend a student for 59 or fewer days must consider the following factors, and must detail his/her rationale for the suspension against the factors in writing:

- (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.

The Britton Deerfield Board of Education may suspend for 60 or more days or may expel a student for an offense identified in this Student Code of Conduct as a level four offense, or if the offense is identified as a level two or three offense, but the student is a frequent offender. Before exercising this authority, the Board must: (1) provide the student due process as described in the section of this Student Code of Conduct entitled "Due Process and Appeals Rights"; and (2) determine if the student is a student with a disability, in which case the student's discipline is subject to the section of this policy entitled "Discipline of Students with a Disability." Furthermore, the Board, before choosing to expel a student must consider the following factors, and must detail their rationale for the suspension against the factors in writing:



- (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.

### **MANDATORY SUSPENSION OR EXPULSION**

Michigan's Revised School Code requires the district to act to suspend or expel students under certain circumstances, which are as follows:

#### *Physical Assault of another Student*

If a student enrolled in 6<sup>th</sup> grade or higher intentionally causes or attempts to cause physical harm to another student through force or violence, the district must suspend or expel the student from school for up to 180 school days. Provided however that, prior to permanently expelling a student for physical assault of another student, the Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (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.

#### *Bomb Threat*

If a student enrolled in 6<sup>th</sup> grade or higher makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the district must suspend or expel the student from school for a period of time determined by the Board of Education. Provided however that, prior to permanently expelling a student for making a bomb threat, the Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (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.

#### *Physical Assault of a District Employee or District Representatives*

If a student enrolled in 6<sup>th</sup> grade or higher intentionally causes, or attempts to cause, physical harm to a district employee or representative through force or violence, the district must permanently expel the student from the district, subject to possible reinstatement as is allowable by law. Provided however that, prior to permanently expelling a student for physical assault of a District employee or representative, the Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (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.

#### *Arson*

If any Britton Deerfield student commits arson as defined by Michigan law in a school building or on school grounds, the district shall permanently expel the student from school, subject to possible reinstatement as is allowable by law. Provided however that, prior to permanently expelling a student for arson, the Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (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.

#### *Criminal Sexual Conduct*

If any Britton Deerfield student commits criminal sexual conduct as defined by Michigan law in a school building or on school grounds, the district shall permanently expel the student from school, subject to possible reinstatement as is allowable by law. Provided however that, prior to permanently expelling a student for criminal sexual conduct, the Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (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.

### *Possession of a Dangerous Weapon*

If any Britton Deerfield student possesses a dangerous weapon as defined by Michigan law in a school building or on school grounds, the district shall permanently expel the student from school, subject to possible reinstatement as is allowable by law.

However, the district is not required to permanently expel the student if the student established, by clear and convincing evidence, one of the following: (1) the object or instrument possessed by the student was not possessed by the student for use as a weapon or for direct or indirect delivery to another person to use as a weapon; (2) the weapon was not knowingly possessed by the student; (3) the student did not know or have reason to know that the object or instrument that he/she possessed was a dangerous weapon; (4) the object or instrument was possessed by the student at the suggestion, request, or direction of, or with the express permission of, Britton Deerfield or police authorities.

Provided however that, prior to permanently expelling a student for possession of a dangerous weapon that is not a firearm, the Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (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.

The district will undertake those additional procedures related to mandatory suspension or expulsion as are set forth in the Britton Deerfield Board of Education's Policy and/or applicable law.

### **DISCIPLINE OF STUDENTS WITH A DISABILITY**

In addition to the requirements under this Student Code of Conduct, when the district is considering discipline of a student with a disability and the resulting disciplinary action is determined to be:

1. Expulsion; or
2. Suspension for more than 10 consecutive school days; or
3. Suspension for any period which would result in the cumulative total of suspended days exceeding 10 during the same school year and the removal constitutes a pattern of removal; or
4. Placement in an interim alternative educational program.

The district will notify the student's parent/guardian of the disciplinary decision and will provide the parent/guardian with a copy of Michigan's Procedural Safeguards Notice.

#### *Procedural Safeguards for Discipline of a Student with a Disability*

Within 10 school days after a decision to impose one of the above-listed disciplinary actions on a student with a disability, the district will convene a manifestation determination review (MDR) team meeting. This meeting must include the student's parent/guardian and relevant members of the student's individualized education program team, for the purpose of determining whether the student's conduct leading to the disciplinary action was a manifestation of the student's disability.

If the manifestation determination review team meeting determines that the conduct was not a manifestation of the student's disability, the district will proceed with the decided disciplinary action, and may, if appropriate, conduct a functional behavioral assessment (FBA) and develop a behavior intervention plan (BIP) for the student.

If the manifestation determination review team meeting determines that the conduct was a manifestation of the student's disability, the district will not proceed with the decided disciplinary action and will instead: (1) conduct a function behavioral assessment (FBA)(unless one has already been conducted), develop or modify, and implement a behavior intervention plan (BIP) for the student; and (2) return the student to the district program from which the student was removed, unless both the parent and District agree to change the placement. However, if the conduct consisted of (a) carrying or possessing a weapon, (b) knowingly possessing, using, selling, or soliciting a controlled substance, or (c) inflicting serious bodily harm on another person, the district may place a student in an interim alternative educational setting for up to 45 school days, even when the conduct is determined to be a manifestation of the student's disability and regardless of whether or not parent/guardian consent is given.

#### *Definitions Related to the Discipline of Students with Disabilities*

For the purposes of this Discipline of Students with a Disability section of the Britton Deerfield Student Code of Conduct only, the following definitions apply:

"Student(s) with a disability" means a student who has been evaluated according to the Individuals with Disabilities Education Act (IDEA) and the Michigan Department of Education's Administrative Code regarding the operation of special education programs and services, and is determined by an Individualized Education Program (IEP) team, an individualized family service plan team, or an administrative law judge to have one or more of the impairments that necessitates special education or related services, or both, who is not more than 25 years of age as of September 1 of the school year of enrollment, and who has not graduated from high school. A student who reaches the age of 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

"Student(s) with a disability" also includes "Section 504 student," which means a student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. These students will have a Section 504 Evaluation and Educational Plan.

“Student(s) with a disability” also includes students not presently identified as a student with a disability if (1) the student’s parent/guardian had, prior to the conduct occurring, expressed concern in writing to a district administrator that the student needed special education or related services, (2) the student’s parent/guardian requested a special education evaluation, (3) the student’s teacher or other District personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the District’s Director of Special Education or another Britton Deerfield administrator.

A student whose parents/guardians refused to allow the district to evaluate the student, refused to allow the district to provide special education services, or who was previously evaluated and determined not to be a student with a disability, is not a “student with a disability.”

“Weapon” means any device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but does not include a pocket knife with a blade of less than 2 ½ inches in length.

### **DUE PROCESS RIGHTS AND APPEALS RIGHTS**

Britton Deerfield Schools will ensure that all students are provided due process as required by State and Federal law before a student is suspended or expelled.

If a Britton Deerfield administrator determines that an emergency exists that requires the immediate removal of a student from school or a district program or activity, 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 or the educational program or activity. *The administrator must, as soon as practicable thereafter, follow the procedures outlined below.*

Before making the decision to suspend a student for 10 or fewer school days, the district will: (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, the district will not suspend the student unless, after providing the student notice and an opportunity to explain, the district is reasonably certain that the student committed a violation of this Student Code of Conduct and that suspension is the appropriate consequence. A student or his/her parent/guardian may appeal the decision to suspend a student for 10 or fewer school days to the Superintendent, whose decision shall be final.

Before making the decision to suspend a student for more than 10 school days, the Superintendent will provide the student and his/her parent/guardian: (1) written notice of the offense the student is suspected to have committed and (2) 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 student and his/her parent/guardian at least three calendar days' notice before the hearing. The student and his/her parent/guardian 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, s/he is convinced by a preponderance of the evidence that the student

committed a violation of this Student Code of Conduct and that suspension is the appropriate consequence. A student or his/her parent/guardian may appeal the Superintendent's decision to the Britton Deerfield Board of Education, whose decision shall be final.

Before the Board of Education suspends or expels a student, the district will provide the student and his/her parent/guardian: (1) written notice of the offense the student is suspected to have committed and (2) opportunity for a Board 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 district will provide the student and his/her parent/guardian at least three calendar days' notice before the hearing. The student and his/her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either this Student Code of Conduct or the Revised School Code and that suspension or expulsion is the appropriate consequence. The decision of the Board of Education is final.

### **EDUCATIONAL PROGRAMMING DURING SUSPENSION OR EXPULSION**

Unless otherwise agreed by the Superintendent, a student who has been suspended or expelled may not be on district property, attend or participate in classes or school functions, or participate in extracurricular activities during the student's suspension or expulsion. The District will, to the extent required by law, assist students who have been suspended or expelled to explore alternative means to earn credit and to complete course work during the period of the student's suspension or expulsion. To the extent required by law, students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

**Nothing contained in this Student Code of Conduct is intended to prevent a student and/or a student's parent/guardians from exercising whatever rights may be available to them under Federal or State law, administrative code, or other applicable regulation, nor is anything intended to prevent the district from immediately removing any dangerous student from a district program, activity, or event, or from taking other action allowable under law.**

## **SECTION V: SCHOOL RULES AND REGULATIONS**

The following rules and regulations are to serve as guidelines for the administrative and teaching staff, the students, and the parents/guardians of Britton Deerfield Schools.

These guidelines are intended to provide the district with a policy that is consistent with the inherent rights of the individual members of the school community. It is necessary that consistency be maintained in the efforts of the school to protect the health, safety, and welfare of the individual student.

The staff of Britton Deerfield Schools expects students to conduct themselves as responsible citizens.

Teachers will establish rules concerning general student behavior procedures, which contribute to positive learning experiences. Violations of the classroom rules will be handled by the individual teacher.

### **DRESS AND GROOMING**

Since the students' primary focus at school is the learning process in the classroom, they should be appropriately dressed for their day. A student's appearance should coincide with the weather and their daily school activities. Please label all student belongings with their first and last name. Students must be covered at a minimum from shoulder to their mid-thigh.

Footwear should be chosen considering the activities for the day, weather, and outdoor play surfaces (dirt, gravel, wood chips). Wet winter boots cause floors to be extremely slippery; therefore, they are to be removed in the classrooms. Please send another pair of shoes to be worn inside.

Clothing with messages that depict sexual situations, advertise alcohol or tobacco products, or promote violence are not permitted.

With the best interest of student learning in mind, we reserve the right to make judgments on any other type of dress or appearance not mentioned. If a student's appearance is found to be disruptive, the parent will be notified to remedy the situation. Your cooperation is always appreciated.

#### **Examples of unacceptable dress may include, but is not limited to:**

- A. Short and revealing clothing including:
  - 1. Halter tops
  - 2. Tube tops
  - 3. Shirts not fully covering the midriff
  - 4. Short skirts and dresses
  - 5. Muscle shirts/spaghetti strap tanks (straps, over the shoulder need to be 2" inch width)
  - 6. Clothing with holes

7. Low cut tops
  8. Shorts 2" above knee
  9. Sleep Wear
- B. Hats or other head coverings are to be removed when entering the building and kept in the locker or bag until you leave the building. Hoods on sweatshirts may not be put up to cover a student's head anytime during the school day.
  - C. Clothing/accessories with inappropriate sayings or pictures.
  - D. Shorts and skirts must be reasonable in length. No shorter than the end of ones fingertips when the arms are placed at ones side or mid-thigh length.
  - E. Coats or jackets are not to be worn in class unless authorized by the teacher.
  - F. Students may not wear sunglasses in school.
  - G. No wallet chains or pocket chains.
  - H. Footwear is required (**NO** slippers).

### **VIOLATIONS OF DRESS CODE**

- A. 1<sup>st</sup> offense: Conference with student and change of clothing.
- B. 2<sup>nd</sup> offense: Detention and change of clothing.
- C. 3<sup>rd</sup> offense: 1 Day suspension.

### **CLASSROOM DISCIPLINE PROCEEDURES**

The staff at Britton Deerfield Schools will use the Progressive Discipline approach when dealing with classroom management. The procedure is as follows:

- |                        |  |
|------------------------|--|
| 1. First consequence:  | classroom warning                              |
| 2. Second consequence: | classroom discipline form                      |
| 3. Third consequence:  | after school detention                         |
| 4. Fourth consequence: | removal from class; sent to Principal's office |

### **ATTENDANCE POLICY**

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absenteeism is a direct link to lower test scores, increased dropout rates, and significantly lower levels of reading and math skill mastery.



## ***Goal***

The goal of the Britton Deerfield School District is to provide all students and families with the appropriate resources to enable them to overcome barriers that interfere with regular attendance and chronic absenteeism.

## ***Absences***

All absences must be communicated to the school office by the parent or guardian. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral
2. The day of a doctor/dentist visit
3. Hospitalization
4. School related activity (including suspensions)
5. Court dates
  - Counted absences may be blocked--with approval--for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one.
  - Assignments will be allowed to be made up with the rule of one day/block per absent day.

All counted absences will be handled in the following manner per semester:

**Step 1:** After five counted absences, an alert message will be made home to notify the parent(s).

**Step 2:** After seven absences, a second alert message will be sent reminding parents about the importance of regular attendance.

**Step 3:** After nine absences, an alert call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place. An action plan will also be established and agreed upon to address the root cause of the absences.

**Step 4:** If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply with this plan will result in a complaint, on behalf of the school district, against the parent or guardian with the Truancy Office and law enforcement may be contacted along with CPS (child protective services).

## ***Tardy policy***

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class.

### **Procedure:**

1. Any student who enters class after the bell will be marked tardy and given a verbal warning.

2. Any student who enters a class--without a pass--ten minutes after the bell will be marked absent. A note will be made in Infinite Campus as to the arrival time of the student.
3. Any student with a pass from another school official will not be counted tardy.

**Consequences:**

- Any student who enters a class unprepared (lack of materials, writing utensils, planner, books, etc.) will be given a tardy for class.
  1. 1st-2nd tardy--teacher warning
  2. 3rd-5th tardy—detention or loss of event or activity
  3. 6 or more--suspension according to the handbook (in-school may be used)

***Pre-arranged Absences***

Pre-arranged absences are those absences that are known about ahead of time (i.e. vacations during the school year, long-term recuperation after a surgery, etc.) These circumstances allow students to notify the school in advance of the absence and allow students to arrange, with the approval of the teacher(s) involved, for makeup work in each class missed.

The student should obtain a pre-arranged absence request from the office. The student will work collaboratively with his/her teachers to get all assignments. A parent and teacher must sign the form before it can be taken to the Principal for approval. Students will not be allowed to prearrange an absence without this signed document from their parent/guardian.

***Appeal Process***

When a NC (no credit) grade has been issued for the semester in order to maintain or regain credit, the parent or guardian of the student may appeal the decision. This appeal must be within 10 days of issuance of the semester report card and include all necessary documentation. The appeal process will contain the following steps:

- Step 1:** Building Appeal's Committee (Membership to consist of Principal and staff member)
- Step 2:** Superintendent of Schools
- Step 3:** Board of Education

Alternative methods for regaining lost credit do exist. Correspondence courses, summer courses, as well as other avenues may be approved upon parental request.

***Detentions***

When a student has after school detention:

1. It is the responsibility of the student to notify his/her parents/guardians of the detention.

2. The school is not obligated to furnish transportation to students who have been detained.
3. Detained students shall be dismissed no later than 4:00 p.m.
4. Detention takes precedence over all other extra-curricular activities. Students are expected to report promptly at 3:00 p.m.
5. Any student who does not attend a scheduled detention will be suspended from school. In addition, the student will serve the detention on the next detention date scheduled.

### **HALL PASSES**

The teacher is responsible for knowing where their assigned students are at all times. All students must have the permission of the teacher before leaving a classroom. All students will be required to have a hall pass. Hall privileges may be denied from students because of previous misuse.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law, Board Policy, or school rules. This is clearly stated in Board Policy 5103. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. No padlocks are to be placed on student lockers without permission of the principal, and without the combination of the lock submitted to the school office.

No strip searches will be conducted by any employee of the school, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. Students are afforded no rights to privacy when searching school property or personal property brought on school grounds.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, noncurricular school activities (e.g., school dances), suspicion-less breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

## **SECTION VI ~ TRANSPORTATION**

School bus transportation is provided for most students living within the confines of the school district. Transportation is a privilege. This privilege may be denied to any student for improper conduct while riding the school bus. The length of this denial may vary depending on the number of disciplinary infractions and seriousness of the misconduct. Proper student conduct an important factor in the safe operation of a transportation program. Therefore, it is of the utmost importance that bus drivers, the Director of Transportation, administration, and parents continually work together to insure appropriate student behavior.

Children enrolled in Britton Deerfield may also be transported between buildings of Britton Deerfield Schools for educational purposes, special events or specialized programming. Unless otherwise stated by a parent/guardian, this transportation intra-district can happen without individual event participation permission. Please contact the student service office if you do not wish to allow your child(ren) to be transported between buildings.

The school bus driver is in charge of the bus at all times. He/She has authority to demand observance of proper student conduct and all school bus rules. Each driver is given authority to stop the bus to talk with any student who is not conducting himself/herself properly, and to report the student to the Director of Transportation and the building Principal. Repeat offenders will be asked to secure their own transportation to and from school.

### **PARENT RESPONSIBILITIES**

Listed below are responsibilities parents should assume in order to reach the goal of providing a safe ride for everyone:

1. Ensure children are at the bus stop (5) minutes before their scheduled pick up time. Please do not attempt to catch up to the bus or have children run after the bus if they have missed it.
2. Students will ride to and from school on their assigned bus ONLY. If a child needs to be picked up or dropped off at a different location, a written notice must be sent to school for approval by the school office. The office will notify the bus driver.
3. It is the Parent's responsibility to have children at the bus stop on time. Drivers will NOT wait for students who are not at the bus stop on time.
4. If a student will not be riding the bus for more than 3 days, please contact the school office to inform us of this plan. It will be necessary to know the dates to resume pick up, as well.
5. Please go over this handbook with all students so they are aware of the transportation expectations.

## **SCHOOL BUS RULES**

Failure to comply with bus rules as posted in busses, handbook and main office will result in the following disciplinary measures:

1 <sup>st</sup> violation	Warning and parent contact
2 <sup>nd</sup> violation	3 day suspension from bus privileges
3 <sup>rd</sup> violation	5 day suspension from bus privileges
4 <sup>th</sup> violation	Bus privilege is terminated for the remainder of the school year

1. All classroom rules apply to the bus.
2. Arrive at the bus stop five (5) minutes before the bus is due.
3. Dress appropriately for the weather. Students may have to wait in the rain or cold for bus to arrive.
4. Do not to crowd the doorway when loading or unloading.
5. Students may speak to neighboring students in a normal tone of voice. No yelling, profanity, or inappropriate language is permitted at any time.
6. There will be no glass containers of any kind.
7. There will be no littering on the bus.
8. NO food or beverages are allowed on the bus. This includes candy and gum. A driver is authorized to require a student to dispose of any food item before entering the bus.
9. Students must keep all parts of the body inside the bus at all times.
10. The aisle of the bus must remain clear at all times. All bags, purses, and other personal belongings must be under the seat or on a student's lap.
11. Students must remain silent at all railroad crossings.
12. Students should remain 10 feet away from the roadway while waiting for the bus.
13. Students must wait until the bus comes to a complete stop, has red flashing lights activated, and the door is open before loading or unloading.
14. If you must cross the street, walk away from the bus and go forward 10 feet until you can see the drivers face. Cross only after the driver motions for you to cross; check traffic as you cross the street.
15. No not attempt to retrieve anything dropped under the bus—tell the driver!
16. No students other than Britton Deerfield students are permitted on the bus at any time.
17. After unloading, students should cross in front of the bus only on upon driver's signal and at a safe distance away from the front of the bus.
18. Students must have written permission to be dropped off at any location other than their regular drop off location.
19. Once on the bus, students are to ride to the designated destination (school, home, etc.).
20. Students may sit up to (3) three students in a seat when asked to do so. Assigning seats to any student is the right of any bus driver or district employee.

## **PROHIBITED ITEMS ON SCHOOL BUSES**

Students are not permitted to bring large items on the bus that cannot be held in their lap or stored under their seat. This includes large band instruments (with the exception of school band trips), large boxes or school projects. Students are not allowed to store items in the front of the bus, in the aisle, under the dash or next to the driver. If you have an oversized project for school, you will need to give the bus driver prior notice so seating arrangements can be made on the bus. NO music speakers are allowed to be used. Photos and videos are strictly prohibited. Roller blades and skateboards are strictly prohibited.

## **USE OF VIDEO RECORDING ON SCHOOL BUSES**

The Board of Education has authorized the installation and use of video cameras on school buses to monitor student's behavior. If a student misbehaves on a bus and his/her actions are recorded on video, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law

## **REQUEST TO CHANGE HOME DROP-OFF**

The school recognizes that there are times when students need to make changes to transportation. Long term absences, changes in living arrangements and families relocating are all possible. A written notice from parents must be sent to the office and classroom teacher when these arrangements are made. The office will inform the drivers.

An informational document, "Transportation Handbook," can be found on the district website at [www.bdschools.us](http://www.bdschools.us).

# See It? Hear It? STOP IT!!!

## Report Bullying or Harassment:

**Please Print**

Your Name (Optional): \_\_\_\_\_

Your Grade: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

How did you find out about this? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where did this happen? \_\_\_\_\_  
(location)

When did this happen? \_\_\_\_\_  
(day and time)

Who did the bullying or harassment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of bullying or harassment took place? \_\_\_\_\_

\_\_\_\_\_

If other, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to be contacted? \_\_\_\_\_

Please explain what took place in your own words: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_