



BRITTON-MACON AREA SCHOOL

2009-2010 6TH - 12TH GRADE STUDENT HANDBOOK

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Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 30, 2009. If any of the policies or administrative guidelines referenced herein are revised after July 30, 2009 the language in the most current policy or administrative guideline prevails.

Mission of the School

The mission of the Britton-Macon Area School, the focal point of a small rural community, is to develop, in an active learning environment, independent thinkers who are respectful and responsible citizens capable of adapting, and assuming a productive role in an ever-changing world.

Equal Education Opportunity

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Wes Rickard, MS/HS Counselor 517-451-4581, ext. 226

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Parent Involvement in the School Program

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- A. Hold an annual meeting to inform first time parents of the District parent involvement plan. A positive invitation in language understandable to the parents will be given to explain the District's commitment and the parent's right to be involved in the educational process of their child.
- B. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.

- C. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with **attendance**, a tardy plan.
- D. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- E. Post PTO meetings, and parent involvement meetings on the District website and via e-mail.
- F. Publish District and School Newsletter(s) informing parents about the parent involvement plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled District and school meetings and activities.
- G. Send home a parent-student-teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children. This compact shall be discussed and revised as necessary at least annually at school meetings.
- H. Establish and maintain a home reading program. Books will be provided to encourage students to read at home. Student participation in the program will be given school wide recognition.
- I. Maintain a consistent, District wide effort to communicate regularly with parents.
- J. Schedule at least two student conferences annually with the teacher(s) to inform parents of student's progress.
- K. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- L. Make phone calls, use e-mail, or letters as needed for teachers and administrators to communicate with parents.
- M. Encourage continued positive partnerships involvement throughout the community by staff and administrators.
- N. Establish after school academic clubs to provide students additional opportunities to develop skills.
- O. Have the District's high school students offer tutoring through the National Honor Society upon request.
- P. Encourage active faculty participation in PTO; goal of 100% participation.
- Q. Have students perform annually for PTO programs. The cheerleaders and athletic teams provide booster clubs sponsorship to actively engage parents.
- R. Have students perform at various functions throughout the community.
- S. Encourage parents to serve as chaperones for class field trips and other school activities.
- T. Provide parenting classes throughout the year.
- U. Have school administration and staff provide test data and interpretation meetings to allow parents to ask questions.
- V. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially. These group discussions should meeting twice a month, with a caseworker assigned for follow-up.
- W. Establish and make reasonably available a parenting resource center.
- X. Use Home Access Communication, (HAC), to inform homes of various assignments and activities. Utilize the website as available.

Regular School Day

7:45-8:35	1st Hour
8:39-9:29	2nd Hour
9:33-10:23	3rd Hour
10:27-11:17	4th Hour
11:21-11:46	Lunch (9-12 grades)
11:50-12:46	5th Hour (9-12 grades)
11:21-12:17	5th Hour (6-8 grades)
12:21-12:46	Lunch (6-8 grades)
12:50-1:46	6th Hour
1:50-2:45	7th Hour
Students dismissed at 2:45	

Common Planning Time (CPT) Schedule

CPT allows our staff to 1) Coordinate and evaluate the K-12 curriculum, 2) Produce improvements in quality and achievement for its students, and 3) Transform our school to meet future needs. School starts at 9:33 a.m. Students will not be permitted into the building until 9:23 a.m. Bus schedules will be delayed 1 hour and 44 minutes. **Students will attend shortened classes in the mornings of CPT.**

2008-2009 CPT Dates:

9/16/09 10/21/09 11/18/09 12/16/09 1/20/09 2/17/09 3/17/09 4/21/09 5/19/09

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. The school district has the electronic Home Access Communication (HAC) and phone message alert notifications to help with this two-way parent and school communication. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal or Guidance Counselor.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the School Office.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. 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 to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Building Administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

Enrolling in School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy, or enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Student Services Staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Schedule changes will be allowed prior to the first day of each new semester.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by either the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Transfer out of the District

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Britton-Macon Area School, the parent must notify the principal. 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 Building Administrator for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal from School

No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents. Any student who wishes to withdraw from the School should contact the Guidance Counselor.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Student Services Staff.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

Use of Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Student Services Office.
- D. Medication that is brought to the office will be properly secured.
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. Any questions may be directed to the Student Services Office, 517-451-4581.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan approved by the school principal and updated annually.

Non-Prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated and discipline consequences will be issued to this student by administration.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

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 highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Noncasual-Contact Communicable Diseases

In the case of noncasual-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 ensure 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.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents 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.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents 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.

Individuals with Disabilities

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to our programs and facilities.

Britton-Macon Area School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Students can also receive Special Education services through the proper evaluation and placement procedure. Parent involvement in these procedures is required. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Guidance Counselor at 451-4581.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of Britton-Macon Area School that those students

identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by Britton-Macon Area School. Parents should contact the Counselor at 451-4581 to inquire about evaluation procedures and programs offered.

Student Records

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory Information

Each year the Superintendent shall provide notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student directory information:

- A. A student's name
- B. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- C. Date of graduation
- D. Awards received
- E. Honor rolls
- F. Scholarships
- G. Telephone numbers for inclusion in school or PTO directories

Parents and eligible students may refuse to allow the District to disclose any or all of such directory information upon written notification to the District with thirty (30) days after receipt of the District's notice.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the central business office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Student Services Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;

- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all directory information including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Student Fees, Fines, and Supplies

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/ her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to

help conserve the limited resources for use by others. The teacher or appropriated administrator may recommend useful supplies for these purposes.

Students using school property and equipment, i.e., instruments for band, textbooks, uniforms, etc., can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Student Fund Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raiser activity for a group in which they are not members without the approval of the student's counselor.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ...", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Student Valuables

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

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Meal Service/Cafetorium

The School participates in the National School Lunch Program and makes lunches and a la carte items available to students for a fee. Students may also bring their lunches to school to be eaten in the School's cafetorium. This school is a closed campus, and students must remain in the cafetorium during their entire lunch period. Outside orders delivered from other food establishments are not allowed unless ordered through a school-sponsored event.

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

For this system to work most effectively for all students, students need to pre-pay for their food in one of two ways:

1. Pre-pay by cash or check before the start of school in the cafeteria or at lunch.
2. Deposits can be made online at www.lunchdeposit.com using a credit or debit card. Parents can set up an account and use a credit or debit card to deposit money to their child's account (fee applies).

Parents can also go online to track what their child is eating through their account.

The cost of lunches are breakfast \$1.25, lunches \$2.25, milk \$.35 and adult lunches 3.75.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the office. Special dietary needs will be met with a physician's signature. The required form is also available on the school website at britton-macon.us

Because of the large number of students who use our cafetorium, regulations must be made in order to provide our students with a clean and pleasant place to eat. The following rules will be enforced.

1. All students scheduled for lunch period will go directly to the cafetorium.
2. Each student may purchase his lunch or bring a sack lunch. Students who bring sack lunches must eat in the cafetorium also.
3. There will be no cutting in lines, except for teachers who must return to classes before students.

4. Students will NOT BE ALLOWED TO EAT OUTSIDE the cafetorium. FOOD/ DRINKS in the classrooms will be prohibited. Teachers can vary from this rule at their discretion. Students buying breakfast must be taken into consideration.
5. After eating, students are responsible to place all trash in the proper receptacles, recycle plastic/aluminum containers, and to return trays and silverware to the designated areas.
6. There will be no sale of food to any students between breakfast and lunch or after lunches have been served.
7. Students will not be allowed on the stage during lunch.

Fire, Lock Down and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of the fire alarm sounding.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes consists of an announcement from Administration.

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 two times each school year. The alarm system for a school lock down consists of an announcement from Administration.

Emergency Closing and Delays

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WLEN 103.9 FM	WJR 760 AM	Channel 11 TV (Toledo)
WABJ 1490 AM	Channel 10 TV	Channel 24 TV (Toledo)

Parents and students will also be notified by the Honeywell Instant Alert Messaging System. It is the parents' responsibility to maintain their Honeywell account with accurate phone numbers and email addresses. Please contact Michele Bearinger for more information: 517-451-4581, ext. 290.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Visitors

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. All doors, except the front doors will be locked between the hours of 7:55 a.m. and 2:35 p.m.

Students may not bring visitors to school without first obtaining written permission from the Principal, and only if the visitor is considering attending BMAS in the future.

Use of the Library

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the Media Specialist. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the Media Specialist.

All materials checked out of the library must be returned to the Media Specialist or return slot by the due date. If a book or materials are lost or damaged beyond use, a replacement fee will be assessed and is the responsibility of the student. Notices of these fees will be sent home in a timely manner. Books and materials should not be replaced to the shelves. There is a limit of two books checked out at a time.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Lost and Found

Lost and found areas are located by the S.K.I.P. room and by the flag pole entrance. Items of higher value (ipods, cell phones, jewelry, glasses, etc) may be in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

Student Sales

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

Student Sign-in and Sign-out

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or person whose name is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent or guardian.

All students coming to school after 7:45 a.m., for any reason, are to sign in. The sign-in sheet is on the counter in the main office. Attendance is taken immediately after the last bell and any absences at that time will be reported to the office.

Examples of students who are to sign in are: Co-op/work experience students arriving from work; students returning from doctor or dental appointments; and students who are tardy.

Any student leaving the school during the regular school day hours must sign out in the office on the sign-out sheet. Examples of students needing to do this are: Co-op/work experience students, dual enrollment students leaving for dental or doctor appointments and those who become ill at school and have arranged with the principal to leave.

Use of Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The school has a central bulletin board located in the across from the Student Services Office which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

Middle School Course Offerings

Math: Math 6, Math 7, Math Club 6/7, Pre-Algebra, Algebra 1

English Language Arts: Reading 6, English 6, 7, and 8

Social Studies: Social Studies 6, 7, and 8

Science: Science 6, Science 7, General Science 1

Technology/Careers: Video Production, Computers 6, Computers 7, Business Technology, Computer Literacy 8 & Reading

Fine Arts: Band 6, Band, Drama, Drawing Processes, Art & Artists, Product Design, 3D Design

Physical Education: Physical Education 6, 7, and 8

Electives: Odyssey of the Mind, Café Francais, Spanish, Camp Crafts

High School Course Offering

Math: Algebra 1, Geometry, Algebra II

English Language Arts: English 9, 10, 11, 12

Social Studies: World History & Geography, US History & Geography, Civics & Economics, Senior Studies, Psychology & Sociology

Science: General Science 2, Advanced Biology, Chemistry

Technology/Careers: Advanced Computers, Careers 10, Marketing I/II/III/IV, Advanced Marketing, Sports Marketing, Virtual Classes, Desktop Publishing

Fine Arts: Band, Choir, Jazz Ensemble, Drama, Photographic Technologies, Functional Design, Fine Art & Design, Music in American Culture, Music & Culture Appreciation

Physical Education/Health: Physical Education & Health, Health 10

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules and Code of Conduct rules apply to all field trips.

Grades

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned 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 so inform the students 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.

BMAS uses the following grading system:

A = Excellent achievement

B = Good achievement

C = Satisfactory achievement

D = Minimum - Acceptable achievement

F = Failure

I = Incomplete

S = Acceptable achievement

U = Unsatisfactory achievement

W = Withdrawn from class

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

A report card will be available via Home Access Center (HAC) throughout the school year indicating each student's cumulative grade for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents through monitoring progress shown through the Home Access Center so they can talk with the teacher about what actions can be taken to improve poor grades.

If a student receives an "I" for the marking period or semester, the student will have two weeks to complete the work and receive a grade. It will be the student's responsibility to ask the teacher for the missing assignments and complete them within these two weeks. If the work is not completed, the student will receive an F in the class.

Parents and students are encouraged to check the HAC often to stay informed of missing work and grades.

Promotion, Placement, and Retention

Middle School

During the middle school educational process it is essential that students develop their knowledge base to a minimum level. Without grade level development, students will continually fall behind in their educational development. This will cause increased frustration, poor self-esteem, and an increasing inability to do grade level work.

It is important that parents, teachers, and administrators work together to provide each students with the best educational opportunity possible. Our goal is to have each student develop educationally to the best of their ability.

Evaluative Retention Guidelines

- Maturity Development
- Student's Age
- Social Development
- Ability to Function at Grade Level
- Failing Grades
- Attendance
- Extenuating Circumstances

Middle School English and Mathematics Retention—Students who fail middle school Mathematics and English courses may be rescheduled in the English or Math they failed, if scheduling permits.

Parents will be notified that retention is being considered at the earliest time possible.

- There will be teacher and parent meeting to discuss the student's educational development. A special assistance plan may be developed to help the student.
- A committee of grade level teachers, parents, and administrators will meet to assess if retention should be approved.
- Parents will be notified of the retention decision and given information about programs available to assist the student.
- The Principal has the final responsibility for determining the promotion, placement, or retention of each student (Board of Education Policy #5410).

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

Freshman = under 6 credits

Sophomore = 6 credits

Junior = 12 credits

Senior = 18 or more credits

Summer school credits earned count towards class promotion.

Class promotions will only take place at the beginning of the school year. Students will not be allowed to advance in class ranking during the school year.

Graduation Requirements

Regular Diploma—normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.

In order to participate in Commencement exercises, students must have completed all graduation requirements prior to the date of graduation. The completion of the Michigan Merit Exam (MME) is also a graduation requirement. The Principal shall certify the eligibility of each student prior to the issuance of a diploma.

Requirements for the Class of 2009 & 2010 (Class 2011+ follows Michigan Merit Curriculum)

All students shall be required to satisfactorily complete a program of study comprised of the following:

4.0 Credits of English: English 9, 10, 11, and 12

4.0 Credits of Social Studies: Integrated Social Studies, US History, Government, Senior Studies

2.0 Credits of Math

2.0 Credits of Science: Science 9, Biology

1.0 Credit Physical Education/Health

12.0 Credits of Electives

25.0 TOTAL CREDITS NEEDED TO GRADUATE

Requirements for the Class of 2011 & Beyond (follows Michigan Merit Curriculum)

All students shall be required to satisfactorily complete a program of study comprised of the following:

4.0 Credits of English: English 9, 10, 11, and 12

3.0 Credits of Social Studies: World History & Geography, US History & Geography, Civics & Economics

4.0 Credits of Math: Algebra I, Geometry, Algebra II, one additional Math credit

3.0 Credits of Science: General Science 2, Biology, Chemistry

1.0 Credit of Visual, Applied, Performing Arts

1.0 Credit Physical Education/Health

Online Learning Experience

9.0 Credits of Electives

25.0 TOTAL CREDITS NEEDED TO GRADUATE

Dual Enrollment

Any student in 11th or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the Counselor to obtain the necessary information.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism.

Senior Academic Achievement

Students earning graduation status may also be honored with the title of Valedictorian or Salutatorian if they have achieved the highest or second highest cumulative grade point average in the class and were enrolled in Britton-Macon Area School the first day of their junior year through graduation.

Senior students earning graduation status with a cumulative grade point average of 3.33 or above will be awarded a gold honor cord and medal and acknowledged as graduating with high honors. Students earning graduation status with a cumulative grade point average of 3.0 to 3.32 will be awarded a medal and acknowledged as graduating with honors.

All senior academic achievement will be calculated at the end of the first semester of their senior year based upon semester grades for high school credit.

Advanced Studies Diploma

The Advanced Studies Diploma is a unique opportunity for growth in and out of the classroom. It is sponsored by both the Britton-Macon and Deerfield school districts, and the districts compete with each other. A monetary grant is awarded to each recipient as determined by each school district.

Criteria for the Advanced Studies Diploma are as follows:

- Cumulative GPA 3.0 or greater at the end of the first semester of the senior year
- ACT score of 20 or greater

- Curriculum requirements: 3 math credits, 3 science credits, 3 social studies credits, 1 foreign language credit, and 1 credit from computers, arts, and/or music
- Career shadowing experience
- 20 hours of community service
- Exemplary citizenship
- Cultural experience (classical concert, opera, ballet, play, art-science museum tour, lunch at International Institute)
- Completion of five of the following seven items:
 - 20 hours of tutoring
 - Extra-curricular activity participation
 - Futuristic essay of career goals
 - Seminar attendance
 - Vocational, job experience or career day
 - Listen to, and report on, a special speaker or presentation
 - College Night and College Visitation

To apply for this distinguished honor, an application with appropriate documentation must be completed. Applications will be made available to seniors meeting the ACT, GPA, and course requirements second semester.

Academic Awards

Britton-Macon academic awards for sophomores will be based upon semester grades for all classes which graduation credit is earned through first semester of their sophomore year. Britton-Macon Academic Awards for juniors and seniors will be based upon the last semester of the previous year and first semester of the current year and includes the sophomore criteria.

Students receiving a cumulative grade point average of 3.500 or above will receive academic letters for the first time, academic pins for the second time, and a plaque for the third time. Students with 3.000 or above with no D/F's on semester grades will receive a lamp of knowledge pin.

Honor Rolls

Honor Roll will be based on a marking period grade point average of 3.0 with no D's or F's. The Principal's Honor Roll will be a marking period grade point average of 3.5 and above with all A's and B's.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for graduation and tests including MEAP, ACT, and MME. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Computer Technology and Networks

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. A copy of the School District's *Student Network and Internet Acceptable Use and Safety Policy* is below.

Technology Acceptable Use and Safety Policy

Britton-Macon Area School is proud to offer its students access to a variety of information technologies. We believe that the use of information technologies is a basic, necessary, and important part of an education for the 21st century. Because these technologies are continually changing, and because the Internet was not designed exclusively for the use of minors, there is the risk that students will deliberately or accidentally access material that is inappropriate.

It is assumed that any student using the computers has read and understood the policy.

Expectations of use include the following:

- The same rules that apply in the school environment apply in the electronic environment.
- Students will keep their passwords private.
- Students will use the computer lab primarily for educational use.

- Students will respect the privacy of others.
- Students will use the lab for legal purposes only.
- Students will use the hardware with care so that it is not broken. This includes leaving all food, drink, and gum outside the lab.
- If a student accesses an inappropriate site by accident, it will be reported to a teacher immediately.
- If a questionable site is accessed, the student will ask a teacher's advice.
- Hardware and software problems will be directed to those in charge of the lab. (Don't try to fix it yourself until you check with a teacher!)

Inappropriate Uses

It is not possible to list all inappropriate uses of computers and software, but this list should provide users with some general principles to help form a judgment about what is not appropriate. If you are not sure, ASK!

- * Students will not access, save, or print material that is illegal or pornographic.
- * Students will not print or download files or more than 10 pages without a teacher's permission
- * Students will not download or install any software. This includes games and plug-ins. (Exception: when instructed to do so as part of an assignment.)
- * Students will not give out personal information (name, address, phone number, etc.,) on the Internet.
- * Students will not use computer hardware or software to harass or threaten anyone else.
- * Games, chat rooms, MUDs, etc. will not be used unless the student has received permission from a teacher for a specific time period and purpose.

Student Network and Internet Acceptable Use and Safety

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

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

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

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by

consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent has prepared guidelines that address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

The Principal is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computer/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

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

Student Assessment

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, has replaced the Michigan Educational Assessment Program assessments at the high school level. This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work. Students also will be able to use the MME to qualify for a Michigan Promise Grant to help pay for their costs in attending a state university, community college or a technical or trade school. The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies. MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Michigan Merit Exam Schedule 2009, Grade 11, as determined by the State of Michigan will be held off campus on March 9-11, 2010. Parents and students should watch school newsletters and the local press for specific details on times. Sophomores will have the opportunity to take the ACT/PLAN. A preparatory assessment primarily used to help students prepare for the ACT. Taken usually during the sophomore year, the test includes four (4) sections: a thirty (30) minute English; a forty (40) minute math; a twenty (20) minute reading; and a twenty-five (25) minute scientific reasoning section. The entire test takes approximately one (1) hour and fifty (55) minutes. Students interested in ACT/PLAN should contact the principal early in their sophomore as the test is administered in the fall of the student's sophomore year.

MEAP Assessment Schedule October 2009, Grade 6-9, as determined by the State of Michigan

10/13/09	Math	10/22/09	Science or Social Studies
10/15/09	English Language Arts, Day 1	10/26/09	Make-up English Language Arts, Day 2
10/19/09	Make-up Math	10/27/09	Make-up Science or Social Studies
10/20/09	English Language Arts, Day 2	10/28/09	Make-up any subject as needed
10/21/09	Make-up English Language Arts, Day 1	10/29/09	Last day of make-up

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement will be counted toward the required number of credits needed for graduation but will not be used to determine the student's GPA.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Britton-Macon Area School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

To measure student progress, students will be tested in accordance with State standards and District policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Senior students receiving an "A" or "B" in the class for the last semester will be exempt from a final exam.

SECTION III - STUDENT ACTIVITIES

School Sponsored Clubs and Activities

Britton-Macon Area School provides students the opportunity to broaden their learning through curricular-related activities. The School has student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student's use of a performance enhancing substance is a violation that will affect the student's extra-curricular participation.

Nonschool-Sponsored Clubs and Activities

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

Dances

All parties and dances scheduled by school groups must be approved by the principal for posting on the school calendar. The sponsoring organization is responsible for hiring a security guard for the dance/party. At least one staff member and four other adults must act as chaperones for the dance. All dances will be held in the Cafetorium, unless otherwise approved by administration.

A guest list will be used for all non-BMAS students. The guest's name, school, and student sponsor must be registered in the school office prior to the dance. BMAS reserves the right to refuse admission. Guests must have a permission slip to

attend the dance. References for non-school age guests may be checked at the discretion of administration. All guests must be accompanied by the sponsoring BMAS student at all times (entering dance, during dance, leaving dance).

Entry to the dance will be near the Band Room doors, where admission will be paid and guests will check in. The doors to the post-game dances will be closed one half-hour after the advertised start time, and no more people will be admitted. Athletes that dressed for the night's game will be allowed more time. Students and guests that leave the dance will not be readmitted. All dances will end no later than 12:00 a.m.(midnight).

Clean up after the dance is the responsibility of the sponsoring organization. Improper clean-up will be completed by custodial staff and a bill be sent to the sponsoring organization.

Students and guests are expected to exhibit their best behavior. Disrespect, defiance, or any unreasonable action will not be tolerated, and violators can expect disciplinary acting ranging from a warning and immediate exclusion from the dance to suspension from school. Student's bringing guests will be held responsible for their guest's behavior. The Code of Conduct will apply. The student dress code applies to everyone attending the dance.

Class Representation

Students must have a 2.0 GPA to represent the school, i.e., Homecoming Court, Winterfest Court, Student Council, Class officers or representatives, and any other school sponsored club or organization. Students will have only one chance per grade level to represent the school.

Students will attend class meetings, float building, etc., for the class they are ranked, which is determined as follows: Freshman - under 6 credits; Sophomore - 6 credits; Junior - 12 credits; and Senior - 18 or more credits.

National Honor Society

Membership in the National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. The NHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community. Chapters in high schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service and character. These four ideals have been considered as the basis for your selection. No student is inducted simply because of a high academic average. The NHS strives to recognize the total student—one who excels in all these areas.

Membership is more than an honor. It carries with it more than certain privileges. It incurs a responsibility and an obligation to demonstrate those outstanding qualities that resulted in the selection of the student.

Athletics

Britton-Macon Area School Athletic Policy and Conduct Code (This policy is in effect all year long.)

Mission Statement

Students are encouraged to participate in athletics if they wish at Britton-Macon Area School. We consider being an athlete at Britton a privilege and expect our athletes to be good representatives of our community and school system.

Philosophy

Although our Interscholastic Athletic Competition is an integral part of our total school program it is by no means the primary objective in securing our high school education. However, we feel there are many important lessons to learn from athletic competition with other schools, and so Britton-Macon has been an active participant in the Tri-County League.

Boys and girls who are candidates for the team in any sport should be prepared to put forth their best effort at all times, to abide by the training rules in their entirety, and conduct themselves in a cooperative manner both on and off the playing field. Athletes should remember that they are setting the example, which many future athletes will follow.

Academic Eligibility—High School / Middle School

Academic eligibility will be checked on a weekly basis and is cumulative throughout the semester. A student/athlete must be passing all of their classes to be eligible to compete in an athletic program. If a student/athlete is failing any class, 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, even though they will not be allowed to compete in any contest for that seven-day period. Teachers will turn in grades each Thursday and letters will be sent home to any parents/guardians of student-athletes who are declared ineligible on Fridays. Athletes who receive a D or F in a particular class for the week are encouraged to seek extra help from their teachers or contact the Guidance Office for a tutor referral to help bring up

his/her grade. Note: Any athlete who is ineligible for three (3) weeks during a sports season will be dismissed from the team. Weekly eligibility begins the third week of each semester with the third week being a warning week.

Semester Eligibility

An athlete will be ineligible to participate if they have one or more failing semester grades. The athlete will be permitted to practice for the first week of the following semester. However, if the weekly eligibility report shows all grades passing, then the student/athlete may participate in team practices, but may not participate in games for one-third of the season's contests. An athlete declared ineligible due to semester grades earned before the beginning of the season will begin practice when the practice schedule begins, then will serve the semester eligibility penalty beginning the first regular school week. Again if the weekly eligibility report shows all grades passing, the athlete will attend and participate in practice, but not in games for one-third of the season's contests.

Attendance

- **At practice and games:** You will receive adequate notice any day we do not practice and we expect you to be present unless excused. In the event that an athlete has one (1) unexcused absence, it is mandatory that the minimum penalty be one contest suspension. Procedures and obligations relating to scheduled practices and games during school vacation breaks must be fully explained by the Coach at the beginning of the sport season involved.
- **At School:** You must be in school the entire day of a contest or practice in order to compete in that contest or practice unless prearranged with the Coach and School Office. **Definition of entire day = Present beginning of second hour through the end of the school day.** Excessive tardiness may result in action taken by the Principal and Athletic Director.
- When a practice or contest takes place on a day that we are not scheduled to be in school, the student-athlete must have been in school the entire day of the last day previous to contest.
- When school is not in session due to weather conditions, practice will be held at the times arranged unless notified by the Coach. There will be no penalty for students unable to make these practice sessions due to weather conditions.
- When school is not in session due to weather conditions, all Middle School practices and contest will be cancelled for that day.
- **In school/out of school suspension:** If you have an in school or out of school suspension you may not participate in either practice or games during your suspension.

Travel

Athletes are expected to use the transportation provided by the school. It is important that a team build a team feeling and camaraderie. If parents need to arrange special transportation, they must notify the Coach and Athletic Director in writing. Athletes will be limited to riding home from away contests with their parents/guardians or grandparents. Extenuating circumstances may be discussed with the Athletic Director prior to the specific need.

Transportation for weekend tournaments

1. A bus will be available to transport students to the tournament site.
2. Parents need to make arrangements for rides home after the tournament. There will not be any bus transportation home from the tournament site. Sharing rides and car-pooling is suggested.
3. A student may drive to the tournament with parental permission. Parents should write a note and have this approved by the administration prior to the tournament.

Athletic Rules

All athletic rules and guidelines shall apply to Britton-Macon students who participate in athletic teams sponsored solely by Britton-Macon and/or Britton-Deerfield cooperative athletics.

VIOLATION:

1. Tobacco - use or possession of
2. Alcoholic beverages - use or possession of
3. Illegal drugs - use or possession of
4. Performance-enhancing substances - use or possession of

PENALTIES: (for violations 1- 3 above)

First Offense

Minimum penalty one-third of season contests (determined by Athletic Council). If more than two-thirds of the season is over at the time of the violation, penalty will carry over into the next sport that the student participates in (determined by Athletic Council). Additionally, successful completion of an assessment program and its recommendation may be required. The successful enrollment and initial consultation of an assessment/treatment program may result in the length of the suspension being reconsidered. Failure to successfully complete the assessment and its recommendation may result in additional suspension.

Second Offense

The Student/Athlete will be suspended from all athletics for a period of one calendar year. Additionally, successful completion of an assessment program and its recommendations may be required. The successful completion of an assessment/treatment program may result in the length of the suspension being reconsidered.

Third Offense

A student-athlete will be permanently suspended from all athletics.

Violations are accumulative throughout a student/athlete's career.

All reports of violations will be checked and substantiated before the Athletic Council shall take any action.

Athletic Council

The Athletic Council - composed of a Board Member, Administrator, and the Athletic Director or Alternate by majority rule shall determine the penalty for violations 1 - 3 above. The athlete, his/her parents or guardians, and the athlete's Coach have the option of sitting in on the hearing. If the student athlete feels the Council's decision is not appropriate he/she may appeal the decisions to the Board of Education.

Discipline

Any coach of a team, Athletic Director, or the administration may suspend a student athlete for any indefinite period of time for actions not consistent with those expected by the school. The student athlete and the parents will be notified of any disciplinary action taken by the coach, Athletic Director, or Administration. Examples of such actions calling for disciplinary action are vandalism, stealing, gambling on games in which Britton is participating in, police involvement and/or other problems.

If a student/athlete or their parent(s) feel a disciplinary action is unfair, they may request a conference. This process will begin at the level where the disciplinary action originated, and then progress through the school's chain of command listed below:

- | | |
|---------------------|----------------------|
| 1)Team Coach | 4)Superintendent |
| 2)Athletic Director | 5)Athletic Council |
| 3)Principal | 6)Board of Education |

Not completing a season

An athlete has the first two weeks of practice in a sport to determine whether it is something he/she wishes to continue. During this two-week period, athletes may excuse themselves from the sport without any further consequences. If an athlete continues on an athletic team after the first two weeks, he/she is expected to honor the commitment of participating for the remainder of the season. This is a commitment that has been made to their coaches, teammates, and school. Failure to honor a commitment by either quitting, or being removed from a team, may result in an athlete missing a part or all of the next sports season he/she wishes to compete.

If an individual does not complete a season it is his/her responsibility to approach the Athletic Director and request a meeting that will include the Athletic Director, the coach of the sport they did not finish the season, the coach of the sport he/she wishes to compete in next, the parent/guardian of the athlete, and themselves. The meeting will take place within one week of the athlete's request. A decision will be made and reported to the athlete and their parent/guardian within seventy-two hours. An athlete may not be allowed to practice, or participate in a contest of another sport, until this meeting has taken place and a decision has been made by the Committee.

Requests for permission to participate in additional athletic teams may include:

- Permission to participate with no additional stipulations
- Permission to participate with limitations
- Denial to participate

Starting a Sport Late

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.

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.

If a student moves to Britton during a sport season, they may be allowed to participate in a particular sport if: (a) They participated in that sport at their previous school and; (b) They meet all the requirements of the MHSAA and the Britton Athletic Policy.

24 Hour Rule

If a parent/guardian has a concern or a problem with something that a coach has done in a contest they must wait 24-hours before they address the problem with that particular coach.

Transfers Following Violations of School's Student-Athlete Code of Conduct

Britton-Macon High School 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-Macon High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Britton-Macon High School 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-Macon High School and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Britton-Macon High School.

That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Britton-Macon High School from teams, positions, events, and awards at least until the full period of ineligibility has been served.

General Appearance

Athletes should set and keep a high standard of appearance at all times. The athlete's appearance shall be governed by the school dress code. A Coach may set appropriate dress standards for away and home contests. The very simple standards of being neat and well groomed should not present a challenge to the disciplined athlete. If this does create a problem to the individual athlete, the athlete should not be involved in athletics.

Sportsmanship

Good sportsmanship reflects the image of a good athlete and upon the school. Our opponents formulate their opinion of Britton-Macon from the way our team and spectators conduct themselves at an athletic contest, and it is up to us to display the qualities of a good sport at all times. An athlete should treat his/her own and visiting coaches, team members, and fans respectfully and courteously at all times. An athlete should also accept the decisions of officials, applauding the fine play of our opponents, and show our disapproval of any abusive remarks from our sidelines, or rough play from our team.

Student participants in any athletic contests should be fully aware of the rules and regulations put forth by M.H.S.A.A. and our School Board governing eligibility for interscholastic sports. Any questions regarding these should be brought to the attention of the Athletic Director or Coach so the issue can be clarified.

Curfew

The Coach of the sport you are participating in will set curfew rules.

Equipment

Each athlete is responsible for all equipment issued him/her. If he/she fails to return equipment or it is damaged through neglect or malicious destruction, the athlete must pay for its replacement cost. Failure to do so will result in the athlete not being allowed to go out for another sport until the equipment is paid for or returned.

Accidents and Injuries

1. The athlete has the responsibility of notifying the Coach or Athletic Trainer of any injury or illness, which might be serious enough to require medical attention, which could endanger the safety of the student-athlete due to further participation.
2. Our Certified Athletic Trainer works under the medical direction of Sports Care and Dr. Riccardo Giovannone. Therefore if the Trainer examines a student-athletes injury and deems them either fit or unfit to participate and the Trainer's recommendation will be followed. The Trainer will also refer for further medical attention as necessary, as dictated by their family health care insurance.
3. If a student-athlete and their parents/guardians feel an injury or illness is serious enough to seek further medical attention they must then be cleared in writing by a M.D. or D.O.
4. If a student-athlete receives care from a physician (including a physician's assistant or certified nurse practitioner) for an injury or illness, then that student-athlete is required to present a written release from that physician stating that athletic participation has been deemed appropriate before the student-athlete may return to athletic participation.
5. If a student-athlete receives care from any other allied health professional than a physician or LHA contracted ATC, then the student-athlete must be released back to participation by a physician or the LHA contracted ATC, not the allied health professional.

Dual Sport Athletes

If a student wishes to participate in two different sports in one season the guidelines are as follows:

1. Each student will declare a primary sport.
2. Before games start the athlete will be expected to practice with both teams. At least two days with each sport and one of the sports will be attended three times.
3. Missing a practice of one sport to go to the other is an excused absence from practice. This does not mean that the athlete does not have to perform at or above the level of another athlete to earn their playing time. Remember it takes a lot to be a dual athlete and perform at a high level.
4. If we have two contest s on one day, the following is how it will be determined which contest they will attend:
 - a) A varsity contest takes precedent over a JV contest
 - b) A state tournament contest takes precedent over a non-state contest
 - c) A league contest takes precedent over a non-league contest
 - d) If they are either both league or state contest the athlete will go to their primary sport
 - e) If they are either both non-league or non-state contest the athlete will go to their primary sport****If there are league schools at a tournament or invitational it does not necessarily make it a league contest

Athletic Awards

The following requirements must be met before a varsity letter can be awarded to any pupil:

Golf - Participation in at least half of the total matches of competition, finish the season unless excused, and/or be recommended by the coach.

Football - Participation in a least one-half of the total quarters of competition; finish the season unless excused, and/or be recommended by the Coach.

Basketball - Participation in at least one-half of the total quarters of competition (including tournaments); finish the season unless excused, and/or be recommended by the Coach.

Volleyball - Participation in at least one-half of the total matches of competition (including tournaments); finish the season unless excused, and/or be recommended by the Coach.

Baseball - Participation in at least one-third of the total innings of competition; finish the season unless excused, and/or be recommended by the Coach.

Softball - Participation in at least one-third of the total innings of competition, finish the season unless excused, and/or be recommended by the Coach.

Track - Average one point per dual meet. He/she must finish the season unless excused, and/or be recommended by the Coach.

Cross Country - Participation in at least one half the total meets of competition, finish the season unless excused, and/or be recommended by the coach.

Senior Awards

Tory Scholar Athlete Award- This is awarded to the seniors who have participated in at least one sport each of their four years in high school and has a cumulative GPA of 3.00 at the end of their senior year.

Athletes of the Year- This will be awarded to one male and one female each year. These awards will be based on a student-athletes performance in the athletic venue, in the classroom and around the community. The following things will be taken into account: citizenship, athletic performance/awards and academic performance/awards

Senior Award - This plaque is presented to seniors who have accumulated six varsity letters in their high school careers or four varsity letters in one sport. The athlete cannot have quit a sport in his/her four years in high school and must participate in a sport his/her senior year.

Student Employment

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV—STUDENT CONDUCT

Attendance Policy

1. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning results from active participation in classroom and other school activities which cannot be replaced by individual study.
2. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability coming to work everyday and on time. This is a habit Britton-Macon Area School wants to help students develop as early as possible in their school careers.
3. Regular attendance is the responsibility of the student and the parent/guardian. The reasons for an attendance policy that encourages students and their parents/guardians to be accountable for the regular and punctual attendance are:
 - a. Michigan state law stipulates that students are to attend school regularly, so far as physically possible.
 - b. Regular attendance contributes to our instructional goal of developing responsible and productive citizens prepared for the challenges of the work world or higher education.
 - c. Like a job, school is a student's major responsibility. Current research in education has determined there is a direct relationship between successes in school and a student's attendance rate.
 - d. The participation and input of each student at Britton-Macon Area School is valued. Therefore, it is impossible to recreate the learning experiences of the classroom in the form of make-up work. Students and parents should be aware that any absence may adversely affect a student's progress.
4. Student attendance shall be kept on an hourly basis. Attendance is defined as any student in class more than the majority of time during a scheduled class. Ten minutes or more late for a class is considered an absence.
5. **Parents are responsible for notifying the school when students are absent. When a student is absent, the school requires satisfactory explanation by phone or a written note. All excuses must be signed by the parent/legal guardian and (or) medical doctor, dentist, court official, documentation of funeral, prearranged absence, etc. If reporting by phone (24-hour message machine), please call 517-451-4581, ext. 221. Messages may be left at this number via voicemail if parents call outside of regular school hours.**
6. Two categories of absences will be considered:

Excused: An absence in which the parent/guardian calls the school with an acceptable excuse with 24 hours.

Unexcused: Any absence where the parent/guardian does not notify the school in the manner above.
7. Any student who has an excused absence from school has the right to make-up work for the day missed. For an excused absence, students will be allowed one day for each day absent to make up tests, quizzes, and assignments. Arrangements to do so will be made with the teacher at the next scheduled class period. For unexcused absences it will be at the teacher's discretion to allow make-up work. Parents calling in to request homework must give a 24-hour notice for teachers to gather work.
8. Any student missing more than nine (9) days, excused or unexcused, per semester will either:
 - a. Lose credit
 - b. Have the absence forgiven due to extenuating circumstances

- c. Be required to pass (C+) the teacher's end of semester exam and /or alternative assessment set by the teacher. Students will be also be under Lenawee County Truancy regulations. The teacher is ultimately responsible for issuing credit.
9. A Honeywell Instant Alert message will be sent notifying parents upon the 5th, 7th, 9th, and 10th absence during a semester. It is the parents' responsibility to maintain correct phone numbers and email addresses in the Honeywell system. For minors. Depending upon the reasons for the absences, upon the 7th absence during a semester the principal will contact the juvenile court to establish a court date. Attendance information is also available on HAC.
10. If the parents will be out of town for a given period of time, it is important that the school attendance officer (Mrs. Briggs) be advised of the person (s) responsible for the student during the parent's absence.
11. Student who wish to excuse an absence in advance, i.e. family vacation or being out of town, are to complete a Pre-Arranged Absence Form prior to the absence. The form enables the student to receive and complete work in advance that will be missed. It is the student's responsibility to obtain this form, have it filled out by their teachers, have their parent sign it, and then return it to the Student Services Office- in that order. This allows parents and teachers the opportunity to review the student's absences to determine if they approve or disapprove. If a teacher disapproves of the absence, a parent should reconsider the necessity of the absence versus the student's educational welfare. Parents are encouraged to take family vacations during scheduled school breaks. Continuity of instruction is important for student's academic growth.
12. In the event there is any question regarding the application of this Attendance Policy, an appeal can be made. The student and/or parent through the Student Services Office, and within the semester period in question, must initiate the appeal process. There is a limit of one appeal per semester. The appeal hearing may include the following participants: the student, a parent, counselor, the instructor concerned, one or more teachers, and a building administrator. After listening to the appeal, the committee will dismiss the appellant, make a decision, and provide the results to the appellant within ten school days. However, it is the student's responsibility to get their work before they leave.
13. Absences for school-approved activities will not be counted against a student's absence record. Teachers will be notified of such absences. (Students should attempt to do schoolwork before the absence. However, opportunity to make-up missed work at full credit is expected. There are to be no grade penalties for this type of absence.)
14. No student who is a legal dependant of his/her parent may excuse his/her own absence, or sign themselves out of school without parental permission, even if he/she is 18 years old. Legally emancipated or married students who live on their own may write their own excuses and sign themselves out of school. Students who have reached the Age of Majority (18 years old) are subject to all of the same rules and regulations of the school as any other student.
15. Students who must leave during the school day must have parental permission properly presented to the administration or his/her designee, or call their parents to receive permission before they may sign out. Students leaving school without presenting parental permission, without signing out, or leaving school grounds without permission will be addressed by administration per code of conduct policy. Students who report to school after the beginning of the school day must present parental permission and sign in upon arrival. Failure to do so will be considered unexcused and subject to the discipline code.
16. Leaving school property or being in a parked car or the parking lot during lunch hour is not allowed. Any student failing to attend to his/her scheduled classes, without making previous arrangements with the office, will be considered truant and subject to disciplinary action.

Truancy

For truancy, the definition of a student is "any student under the age of seventeen", if a student is 17 or older, the court has jurisdiction only if there is a prior or pending case. However, each school district can implement their own policy for students age 17 and older. Students 17 or older will be held accountable to the same policies and standards as students 16 and under.

The building principal will be the contact person to the Truant Officer.

1. Truancy under this policy applies to each individual hour.
2. Unexcused absences less than 50% of a day, and excessive tardiness will be handled by the building administrator, who may refer the case to the Truant Officer.
3. Unexcused absences are absences not reported by the student's parent.
4. Administration will make two documented family contacts either by phone or letter. If truancy absences continue, administration will contact the Lenawee Attendance Office, as a Truancy Referral.
5. The above Truancy Policy has been established by the Lenawee County Probate Court and is subject to change.

Truancy Referral

Once a student reaches eight (8) unexcused absences or excessive tardiness in a school year, a Truancy Referral will be contacted. Administration will contact the Lenawee ISD Attendance Officer. The Truant Officer will take the following steps:

1. Home visit to talk with the parents and student;
2. Send a registered letter to parents to explain potential actions;
3. Court hearing before the Juvenile Court Assistant Director;
4. Saturday School assigned to student and parent;
5. Maurice Spear Campus Referral.

Tardy Policy

Teachers expect students to be in their seats, ready to begin lessons when the bell rings or at the appropriate start time, as tardiness causes disruption to the entire classroom. Consequences for tardies are as follows:

1st & 2nd tardy per class—teacher warning

3rd tardy per class—administration warning

4th tardy per class—30 minute detention (2:50-3:20pm)

5th tardy per class—60 minute detention (2:50-3:50pm)

6th tardy per class—90 minute detention (2:50-4:20pm)

7th tardy per class—115 minute detention (2:50-4:45pm)

8th & 9th tardy per class—ISS and Truancy Referral

10th+ tardy per class—OSS

The tardy policy will begin new each semester. If a student is more than ten minutes tardy to a class, he/she will be marked absent. **On the third tardy a Honeywell Instant Alert message sent will be sent to parents.**

Vacations During School

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Student Attendance at School Events

Students are not permitted to participate in or attend after school extra-curricular activities or athletics the day of an absence unless it is an acceptable pre-arranged absence approved by the building administrator. Acceptable pre-arranged absences are appointments or emergencies that cannot be arranged other than during school time. Examples (not all inclusive) include: doctor, dental, orthodontist, hospital appointments, funerals, family emergencies, personal emergencies, or other emergencies that are approved by the building administrator. In-School Suspension and Out-of-School Suspension students cannot attend any events.

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

Code of Conduct

A major component of the educational program at Britton-Macon Area School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, State, and local laws as well as the rules of the school;
2. Respect the civil rights of others;

3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. Complete assigned tasks on time and as directed;
7. Help maintain a school environment that is safe, friendly, and productive.

Drug and Alcohol Policy

In light of ongoing concerns about drug and alcohol abuse, BMAS students will be required to submit to drug and/or alcohol testing when a student is reasonably suspected of being under the influence of prohibited substances, including illegal or controlled drugs and alcohol, at school or at any school related function. This testing will be performed by a designated staff member. Failure to comply with testing shall constitute a violation of these regulations and subject to discipline procedures.

If the student is found to be under the influence of prohibited substances, including illegal or controlled drugs and alcohol, disciplinary procedures will take place and the student and parent/guardian shall be referred to a licensed program for assessment and/or treatment.

The student and parent/guardian shall be notified that if the student submits to a screening and/or assessment from a licensed program, the disciplinary action may be reduced.

The District shall not be liable for the cost of a student's substance abuse Assessment screening or treatment.

Dress and Grooming

The school, like the workplace, sets the criteria for student dress. Students are to take pride in their personal appearance. Therefore, students must dress within acceptable standards of cleanliness and modesty. All clothing should be clean, neat, and in good repair. Clothing should not be distracting or offensive to others. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

1. Shorts, skirts, shorts, and dresses should be appropriate in length (at least at fingertip length when the arms are placed in a relaxed manner at one's side)
2. Garments that are not cut off, cropped, or torn.
3. Garments and all accessories must be in good taste and not contain offensive or suggestive language or images, or promote/advertise drug, alcohol, or tobacco products.
4. Shoes must be worn within the building at all times
5. Sleeveless shirts that at least cover the top of the shoulder and all undergarments. Tank tops, halter tops, spaghetti straps, and any that reveal cleavage are not acceptable for school.
6. Undergarments and bare midriffs should not show when standing or sitting, or with normal movement.
7. Hats, bandanas, and scarves are not permitted
8. All modes of dress and grooming must be healthy and clean, and must not harm people or damage school property (heel plates, spiked shoes, rivets)
9. Heelys (skate shoes) are not allowed
10. Coats, jackets, and backpacks are permitted at the discretion of the classroom teachers
11. Pajamas and slippers are only acceptable during Spirit Week

Students who come to school improperly dressed will not be allowed to attend classes and will be sent to the office. Absences from classes for these reasons will be COUNTABLE. They will be required to wear clothing provided by the school (if available), go home to change, or remain in the office for the rest of the day.

Students who are representing Britton-Macon Area School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to field trips, athletic teams, cheerleaders, bands and other such groups.

Cell Phones

Administrative guidelines regarding cell phones are, but not limited to, the followings: Failure to comply with these guidelines will result in disciplinary action.

1. Students are permitted to have their cell phone on them, but the phone must be completely off and out of sight during the school day, 7:45 am - 2:45 pm. This includes lunch periods, passing time, as well as on school-related trips or in school vehicles.

2. Cell phones may not be "On" or otherwise used in the school locker rooms or rest rooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones.
3. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.
4. The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs as well as other student property. Students and parents are strongly encouraged to ensure that, if students have cell phones or ECDs in their possession, they should not leave them unattended or unsecured. They are a popular theft item.

Care of Property

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

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

Student Discipline Code

In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. Britton-Macon Area School High School staff and personnel constantly strive to make disciplinary decisions that will result in positive student growth. Students must realize that they are responsible to all building staff personnel, which includes secretaries, custodians, cafeteria personnel, and all other adult staff members. The following activities are clearly disruptive to the education process of our students and will result in disciplinary action. This discipline will be progressive and cumulative. Acts of inappropriate behavior not listed below could result in immediate removal, suspension, and/or expulsion. The following list of disruptive activities should not be considered all-inclusive.

GLOSSARY: DEFINITION OF TERMS

<u>TERMS</u>	<u>DEFINITION</u>
1. Alcohol Use/Possession/Selling	Possession or use of alcohol by students is a deterrent to learning, disruptive to every aspect of school life, and detrimental to the health and safety of our students. See Substance Abuse Policy. Level 4
2. Arson	The act of intentionally setting or attempting to set a fire in school, on school grounds or at school events. Level 4
3. Appeal	Requesting a review of a case by the Superintendent. Appeals must be from the parents and in writing within two days of the date of the suspension notice stating the adjustments being requested and the reasons therefore.
4. Assault (Physical)	Defined by statute MCL 380.1311 as intentionally causing or attempting to cause physical harm to another through physical force. Local law enforcement authorities will be contacted. Level 4
5. Assault (Verbal)	Any statement or act, oral or written, which can reasonably be expected to induce in another person (s) an apprehension or danger of bodily injury or harm to include but not limited to ethnic and gender intimidation or harassment. Level 2
6. Bomb Threat	Any verbal or written communication that indicates that any incendiary/explosive device will/may be located and/or detonated on school property or at a school sponsored event. Local law enforcement authorities will be contacted. Level 4
7. Breach of Security	The building is designed with specific entrance and exit doors and is equipped with security cameras. Due to safety and liability concerns, students are not allowed to use unauthorized areas. Level 2
8. Bullying	Following all State laws concerning bullying and to include a behavior designed to torment another individual through verbal teasing or threats, or through physical threats. This type of behavior may include subjecting another person to insults,

taunts, or challenges, which are intended to intimidate or provoke an adverse response. Bullying can also involve written or verbal threats or verbal or physical gestures that are intended to inflict injury, or a reasonable fear of injury or violence upon one or more persons within the school, on school grounds, in school vehicles, or at school activities or school sanctioned events. Level 3

9. Cheating Violation of accepted academic ethics, such as but not limited to copying another student's work or allowing a student to copy your work, or anyone else doing a student's work besides the assigned student. In addition, the teacher may decide not to give credit for this work. Level 1
10. Confidentiality Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstance, require the disclosure of names and allegation.
11. Confrontation A verbal exchange of hostilities. Level 1
12. Dangerous Conduct Conduct that might be injurious to oneself or others or property, including spitting. Level 2
13. Dangerous Driving/Parking Operating a motor vehicle in such a way as to be injurious to oneself, others or property, including squealing of tires. See parking violations.
14. Depants/disrobing Rearrangement or removal of clothing of any person in an inappropriate manner. Level 2
15. Detention A student in violation of school rules or policy may be required to spend a predetermined amount of time on assigned days in a specific location assigned by a teacher or administrator. The student is supervised at this time and is expected to comply with all rules of detention as determined by administration and staff responsible for the activity.
16. Disrespect Having or showing lack of respect for others. Level 1
17. Disruptive Behavior Being involved in behavior that disrupts the educational process of other students in the classroom or school grounds; disregarding the suggestions and corrective effort by a staff member. Level 1
18. Distribution/Possession of Unauthorized Material The act of possessing and/or distributing materials on school property without authorization of administration, including but not limited to pornography, flyers, or any material referencing racism or terrorism. Level 2
19. Dress Code Refer to dress code policy. Any items not included are at the discretion of building staff/administration. Level 1
20. Driving/Vocational Program Parent and school permission forms must be filled out and signed by both parent and administration for students to drive to school or any vocational program. See BMAS Driving Policy (page 43). Level 2
21. Drug/Medication Use, Abuse, Possession or Impairment Use of any prescription or non-prescription medicines, drugs, or drug paraphernalia narcotics or "look alike" substances, including but not limited to marijuana, heroin, cocaine, LSD, inhalants, barbiturates, amphetamines, and drugs manufactured for use by animals. This applies to use or possession on school property, at school or at a school-sponsored activities. Medications are only authorized once the Student Services Office has obtained Medicine Authorization form signed by the parent and physician (for prescription medication). All authorized medication must be kept in the Student Services Office and be dispersed only by authorized school personnel. Level 4
22. Due Process Students involved in an incident requiring discipline will have an opportunity to discuss the event with personnel. In the event that disciplinary action is given to a student, a good faith effort to communicate that decision to the parents of the student will be made by BMAS, including but limited to a phone call, letter, or parent conference.

23. Electronic Devices	Use or possession of unauthorized electronic devices, including but not limited to: laser pens/lights, radios, headphones, CD players, iPods, MP3s, PDAs, DVD players, cameras and other private listening or recording devices. School is not responsible for lost, stolen, or damaged items. Level 1
24. Excessive	More than required or allowed.
25. Expulsion	State and federal law requires that students be expelled for particular offenses. Where this applies, school authorities have no discretion to reduce or modify that punishment. The following is required by state law: 1. Mandatory permanent expulsions for a) possession of a dangerous weapon (firearm, dagger, stiletto, knife with a blade more than 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles; b) physical assault on a school employee, volunteer, or contractor (grade 6 or above); c) arson; and d) criminal sexual act; 2. Mandatory expulsion up to 180 days for physical assault on another student (grade 6 and above).
26. Failure to Identify Oneself	Ignoring or falsifying identification, or refusing to answer, when asked by a staff member or administration (including a substitute employee). Level 2
27. Falsified Phone Call	Being dishonest by identifying oneself as being someone else, such as an adult, legal guardian, or another student. Level 2
28. Falsifying School Records	Lying or changing of one's grade; unacceptable academic ethics. Level 4
29. Fighting	Engaging in hostile, bodily contact in or on school property, on school buses, or at any activity under school sponsorship (i.e., dance athletic event, etc.). The issue of self defense, if involved, must be validated. Level 3
30. Fire alarm/false reporting of dangerous	
Situation	Pulling a fire alarm when knowing there is not a fire or falsely reporting a dangerous situation. Level 3 or 4
31. Food (Improper use of)	Inappropriate throwing of food, improper disposal of food/beverages in unauthorized area (including classroom, media center). Water will be allowed in classrooms (except in Media Center or Technology Labs) at the discretion of the teacher. Level 1
32. Food (fight)	Planned or spontaneous action of throwing food during lunch period or other school functions by an individual or group. Student(s) involved may be required to clean up mess and/or do community service. Level 2
33. Forgery	The act of fraudulently using, in writing, the name of another person, or falsifying items, dates, grades, addresses, or other data on school forms or records. Level 2
34. Gang Related Activity	Group of individuals working together disrupting the normal school day learning environment. Level 2
35. Gambling	Engaging in any game for money or valuables that is a non-school sponsored event or activity. Level 1
36. Harassment	Any unwelcome verbal, written or physical conduct which is persistent, severe, or invasive, and which has the purpose or effect of creating an intimidating, hostile, or offensive learning environment. Level 3
37. Hazardous Material	The possession, use, or intended use of any chemicals, substances, or materials that could cause harm to individuals or facilities. Shall include but not be limited to bleach, lye, acid, ammonia, bodily fluids, superglue, spray paint, flammable liquids, fire works, smoke bombs, aerosol cans, the misuse of cologne/perfume, etc. Level 2
38. Hazing	Any willful act committed individually or in concert with others for the purpose of humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace, as a rite of passage to join a group. Permission, consent or assumption of risk by an individual subjected to hazing does not affect this prohibition. Level 2
39. Hearing	Formal fact-finding conference relating to a specific grievance.
40. Indecency	The act of engaging in conduct that is contrary to commonly recognized standards or propriety, behavior and morality. Level 1

41. Insubordination	Failure to obey the reasonable and proper directions or instructions from any authorized adult school personnel; defiance of authority; intentionally contemptuous behavior or attitude; refusal to answer questions during an investigation or interview. Level 2
42. Investigation - Failure to Cooperate	Refusal to cooperate with pertinent information or refusal to answer questions during an investigation by a staff member or administrator. Level 2
43. Leaving Class Without Permission	Leaving class without the teacher's permission. Level 1
44. Leaving School Grounds w/o Permission	Leaving school grounds without checking out through the office and/or without obtaining permission from an authorized school official & parent/guardian. Level 2
45. Littering	Throwing paper or trash on the floor inside the building or school grounds and failure to clean one's work or eating area. This also includes all senior pranks against any school or personal property and includes, but is not limited to, toilet papering, soaping, egging, etc. Level 1
46. Loitering	Any group (2 or more) of students congregating in unsupervised areas such as stairways/landings, parking lots, or any unauthorized area. Level 1
47. In-School Suspension (ISS)	Administrator's decision to remove a student from his/her daily academic schedule. Refer to ISS rules.
48. Michigan Code of Law (MCL)	A student who violates the Code of Conduct during a school sponsored function or event, will be subject to the Student Code of Conduct regardless of whether the issue initiated at school is related to a school situation or is the result of disciplinary action being taken by school personnel
49. Misuse of Pass	Misuse of pass or being outside of class without a pass. Presence in unauthorized area without permission. Level 1
50. Obscenity/Profanity	Any behavior, written or oral, which in the judgment of the staff and administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste will be subject to disciplinary action. Level 2
51. Offense: Infraction Level 1	Disruptive student behavior category. Any Level I infraction will result in progressive discipline, consisting of detention, in school suspension or out of school suspension.
52. Offense: Infraction Level 2	Disruptive student behavior categories. Any Level II infraction will result in progressive discipline, consisting of in school suspension, out of school suspension, or long term suspension (up to 10 days).
53. Offense: Infraction Level 3	Disruptive student behavior category. Any Level III infraction will result in progressive discipline, consisting of 3 day out of school suspension, 4 day out of school suspension, 5 day out of school suspension, or long term out of school suspension (up to 10 days).
54. Offense: Infraction Level 4	Disruptive student behavior categories that are not-all inclusive and may be amended at any time. Offenses in Level IV will result in immediate suspension. A parent conference will be made to the superintendent, with the possible consequences ranging from a suspension of 1-10 days up to expulsion. Student and parent cooperation in seeking professional help when appropriate will be considered. Referral to the appropriate law enforcement agency will always be made when such offenses also appear to violate the law. A second violation of Level IV during one's high school career will result in a recommendation of expulsion to the Board of Education.
55. Out-of-School Suspension (OSS)	Administrator's decision to remove a student from school for a specific length of time up to and including 10 days due to inappropriate behavior. Students are not to be on school grounds or attend any school sponsored activity during OSS.
56. Parking	Students are required to register their vehicle(s) and obtain a permit at the Student Services office. Students are not allowed to park in unauthorized areas, such as the staff or visitor parking lot, unless pre-approved. Level 1
57. Plagiarism	Improper use or failure to attribute another person's writing or ideas (intellectual property) First offense Level 1 second offense level 2

58. Prescription/Over the Counter Drugs	State law states that all prescription or non-prescription drugs must be registered and administered by the main office staff. Refer to pg. 7 for policy details. Level 4
59. Provocation	Any words or acts that encourage acts of violence, insubordination, assault, or unruliness that interferes with the education of others. Level 2
60. Public Display of Affection	Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to themselves. This behavior creates a poor image of the school and student body. School, and any school related function, is not the place to engage in affectionate gestures other than holding hands, walking arm-in-arm, or an occasional hug. Anything beyond the aforementioned, including but not limited to, sitting on one another's lap, long embraces, or kissing is unacceptable. Level 1
61. Sexual Assault	Refer to Michigan Law MCL 380.1311 Criminal Conduct definition. Level 4
62. Sexual Harassment	Any unsolicited and unwelcome sexual overture, which may be verbal, physical, written, visual, or electronic. Any person who believes he/she has been subjected to sexual harassment should immediately report the incident to the building principal or designee. The Britton-Macon Area School District strives to maintain an instructional environment that is free from sexual harassment. Level 3
63. Skipping	Absent from school or class without parent/guardian or teacher permission. Level 2
64. Skipping Detention (s)	Unexcused absence of an assigned teacher or administrator detention. Level 2
Skipping ISS	Skipping or refusal to serve ISS. Will result in three day Out of School Suspension.
65. Smoking/Tobacco	Senate Bill No. 459 restricts tobacco on school property. All district buildings are considered smoke free. Violators will be subjected to criminal misdemeanor penalty punishable by a fine. The legislation affects all persons-students, employees and visitors (MC750.473). In addition, Act no. 314 (Youth Tobacco Act) makes it unlawful for persons under the age of 18 to possess, buy, or use any type of tobacco product (MCL 722.641). Smoking paraphernalia will be treated the same under the policy. Students 18 or older may not use or possess tobacco or any tobacco products on school grounds or at any school sponsored event at any time. Level 4
66. Spitting	Refer to Dangerous Conduct
67. Sportsmanship	The practice of playing fair, taking defeat without complaint or victory without gloating and treating opponents with respect, generosity, courtesy, etc.
68. Tardy	A student is considered tardy when he/she is not in his/her assigned room at the beginning of the hour. If the student enters a class more than ten (10) minutes late during any period, he/she will be considered absent. See Tardy Policy, page 28.
69. Theft or Possession of Stolen Property-	The act of taking, possessing, or acquiring the property of others without their consent. Level 3
70. Third in a Fight	Joining in a physical confrontation already involving two or more combatants, resulting in an unfair or dangerous situation. Level 3
71. Trespassing	Although schools are public facilities, the law does allow the school to restrict access on school property. If a student is removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal or designee. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Local law enforcement may be contacted. Level 2
72. Threats	Written or verbal intent of physical violence or use of weapons. Level 4
73. Truancy	Repeated absences from a class, classes, or assignment without permission. See attendance policy, pg 28. Level 4
74. Unauthorized Use of School Equipment	Use of school equipment without staff or administration approval. Level 1
75. Violation of Classroom Rules	Not following established teacher verbal/written classroom rules. Level 1

76. Vandalism

The willful or malicious destruction or defacing of school property or the property of others. This includes but is not limited to writing on desks, lockers, bathroom stall walls, bulletin boards. Level 3

77. Weapons

Possessing, using, or threatening to use any weapon (or look-a-like), or instrument capable of inflicting bodily injury. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), dagger, dirk, stiletto, knives with a blade more than 3 inches in length, pocket knife opened by a mechanical device, iron bar, razors, clubs, electric weapons, brass knuckles, martial arts weapons, and explosives. It may include any toy that is presented as a real weapon or reacted to as a real weapon. Level 4

BMAS MS/HS Student Code of Conduct

Level 1 Infractions

Cheating
 Confrontation
 Disrespect
 Disruptive behavior
 Dress code violation
 Electronic device unauthorized use or possession
 Gambling
 Improper use of food
 Indecency

 Leaving class without permission
 Littering
 Loitering
 Misuse of pass
 Parking Violation
 Plagiarism
 Public display of affection
 Unauthorized use of school equipment
 Violation of classroom rules

Level 2 Infractions

Breach of security
 Dangerous conduct
 Dangerous driving/parking
 Departing/disrobing
 Distribution/possession of unauthorized material
 Driving without authorization/Vocational
 Failure to identify oneself
 Falsified phone call
 Food fight
 Forgery
 Gang related activity
 Hazardous material
 Hazing
 Insubordination
 Investigation-Failure to cooperate
 Leaving school grounds without permission
 Obscenity/profanity
 Provocation
 Skipping
 Skipped detention
 Skipping or refusal to serve ISS
 Trespassing
 Verbal Assault

Level 3 Infractions

Bullying/harassment
 Fighting
 Fire Alarm/False reporting of dangerous situation
 Harassment
 Sexual Harassment
 Theft or possession of stolen property
 Third in a fight
 Vandalism

Level 4 Infractions

Arson/Use of fireworks/use of incendiary device
 Bomb Threat
 Drug/medication use, abuse, possession
 Falsifying school records
 Physical assault

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Level 1 Consequences

1st Offense	90 min. Detention
2nd Offense	90 min. Detention
3rd Offense	90 min. Detention
4th Offense	In School Suspension
5th Offense	In School Suspension
6th Offense	1 Day Out of School Suspension
7th Offense	1 Day Out of School Suspension
8th Offense	3 Day Out of School Suspension
9th Offense	5 Day Out of School Suspension
	Long Term Out of School Suspension
10th Offense	(up to 10 days)

Level 2 Consequences

1st Offense	1 Day in School Suspension
2nd Offense	1 Day in School Suspension
3rd Offense	1 Day Suspension from School
4th Offense	3 Day Suspension from School
5th Offense	5 Day Suspension from School
6th Offense	Long Term Suspension (up to 10 days)

Level 3 Consequences

1st Offense	1-3 Day Suspension from School
2nd Offense	1-3 Day Suspension from School
3rd Offense	3 Day Suspension from School
4th Offense	5 Day Suspension from School
5th Offense	Long Term Suspension (up to 10 days)

Level 4 Consequences

1 st Offense	5-10 Days Suspension from School
2 nd offense	10 Day Suspension
3 rd Offense	Possibility of Expulsion

Use/possession of tobacco, alcohol, or look-a-like substance	29
Possession of weapon or look-a-like (including toys)	45
Sexual Assault	
Threats	
Truancy	26

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- Lunch-time and/or after-school detention
- In-school suspension

Detentions

Detention is a sanction that compels a student to remain under school supervision at a time when other students are on their own time. Detentions must be served on the day and time assigned by the teacher or by the office. Students may be assigned detention by administration/office designee or any member of the faculty, and it is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Failure to attend detention of the assigned date and time shall be grounds for additional hours of detention or suspension (length of suspension to be determined by the building principal.)

Snap Suspension

"Snap Suspension" permits a teacher to suspend a student from any class, subject, or activity for up to one day if the student's behavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability to other students to learn.

In the event of a "snap suspension" by the teacher, the teacher must immediately send the student to the office, report the suspension to the administrator, and specify the reason for the suspension.

If the teacher is going to suspend the student from his/her class for the next day, the teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall be present if the teacher or parent/guardian so requests. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the School's Student Code of Conduct.

In-School Suspension

The goal of the in-school suspension program is to provide a disciplinary program that retains the student in the school setting and as an alternative to out-of-school suspension. Rules of the In-School Suspension/Detention are the following:

1. Students will be assigned a seat by the teacher.
2. Students are not to communicate with each other (verbally or non-verbally) unless given special permission.
3. Students who need help with homework must raise their hand and wait to be called on (no frivolous questions).
4. Students are not allowed to sleep.
5. No food or beverages shall be allowed in the room.
6. No recreational devices such as audio equipment, electronic games, playing cards, etc., shall be allowed in the room.
7. Students will be allowed three bathroom/drink privileges per day.

8. Lunch will be 12:50 p.m., students will be escorted to the Cafetorium and back by the teacher.
9. Students will be dismissed by regular bell (2:45 p.m.).
10. Students will not be allowed to attend the TechCenter, dual enrollment, field trips, assemblies, blood drives, etc. They will also be suspended from all after school activities, i.e., athletic practices, games, concerts, prom, dances, etc. on the day(s) they spend in ISS.
11. ISS teacher will evaluate student performance each hour with a summary for the day. The principal will review the evaluation at the end of the day.
12. A negative evaluation by the principal will result in an additional ISS day.
13. Students shall have completed all daily and mandatory assignments.
14. Students must have exhibited appropriate behavior while in the ISS.
15. Cell phones and/or electronic devices will be placed on supervisor's desk.

Disruptive Behavior in ISS/Detention

Students are expected to behave while they are assigned to ISS/Detention. Any misbehavior while in the ISS/Detention room will result in the following actions:

1. The student may be sent to the office and parents will be called to take the student home for the remainder of the day. The student will be required to spend the next available day in the ISS room. For each offense requiring removal from the ISS, a full day in the ISS room will be served for the day sent home plus one additional day will be issued.
2. If disruptions continue to occur, the student may be sent to the office. Again, the parents will be called to take the student home and the remainder of the suspension will be served out of school.
3. Any further disruptive behavior in the ISS room may result in more severe, progressive discipline including longer out-of-school suspension, possibly leading to expulsion.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two hours, suspension for up to ten school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within two school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up tests, exams, or major projects missed after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Long-Term Suspension or Expulsion From School

When a student is being considered for long-term suspension (more than ten days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within seven days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Britton-Macon Area School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

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 or school rules. A search may also be conducted to protect the health and 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. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have not expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

Student Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Britton-Macon Area School—Home/School Compact

Student performance is the shared responsibility of parents, the entire school staff, and students. It is the goal of the Britton-Macon Area School that all students, parents, and school staff work together to create a school environment that promotes academic excellence, while providing a physically and emotionally safe school. Our vision is to provide all students with a productive and positive learning climate. Thus, all students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual, including student, teacher, and parent, deserves to be treated fairly and courteously. Below is a list of some mutual responsibilities for attaining the school's mission.

As Britton-Macon Area School Staff, we will:

- Provide a safe, positive learning environment.
- Show that we care about all students and respect the uniqueness of all students and their families.
- Deliver a high quality grade appropriate curriculum through motivation and interesting learning experiences.
- Value, respect and support the importance of parents' role in the education of their children.
- Communicate academic progress and attendance concerns through report cards four (4) times a year, notes, phone calls, and newsletters.

As a Britton-Macon student, I will:

- Be Responsible
 - Attend class on time and prepared each day
 - Put forth my best effort that includes paying attention and participating in class discussions
 - Promptly deliver to parent(s) and teacher(s) all letters, messages and notes from school or home
- Be Respectful
 - Cooperate with other students and adults at school and use appropriate language
 - Have a positive attitude that is required to learn
 - Respect the rights and property of others
- Be Safe
 - Follow all school rules

As the parent or caring adult, I will:

- Encourage my child's development and progress in school. For example:
 - Review and discuss schoolwork and homework. This includes offering assistance when needed.
 - Ensure that my child attends school on time each day and is ready to learn.
- Show the value of learning self-control and hard work. For example:
 - Help my child see how school learning is needed in the real world.
 - Recognize and praise my child's efforts and progress.
 - Volunteer to help at school.
- Contribute to good home/school communication. For example:
- Share information with school staff about unique family or child circumstances that may affect my child at school. Read newsletters, notes, and other communications and discuss and/or respond when needed or appropriate.
- Participate in parent-teacher conference and attend school meetings, open house, and other activities.
- Share concern about my child and about the school and work together with school to resolve problems.

SECTION V—TRANSPORTATION

Bus Transportation to School

To ensure a safe and enjoyable ride to and from school, the following rules must be followed:

1. Follow directions the first time they are given.
2. No inappropriate or loud talking.
3. Stay in your seat, keep hands, feet, and objects to yourself.
4. Keep all parts of your body - and all objects - inside the bus.
5. Do not litter, write on, or damage the bus in any way.
6. No food or drinks allowed to be consumed on the bus (at the discretion of the bus driver).
7. All other behaviors addressed in the Student Code of Conduct apply.

The transportation schedule and routes are available by contacting Gary Judkins at 517-451-4581.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

LISD Tech Center Transportation Rules and Procedures

By enrolling in one of the programs offered by the LISD Tech Center, you have chosen to take advantage of an exceptional educational opportunity. Along with the privilege of your enrollment, there are specific and demanding responsibilities and behavioral expectations, which are in addition to the general school disciplinary policy. Your cooperation in following all pertinent rules involving Vo-Tech will prevent disciplinary problems.

1. Bus attendance will be taken daily. The bus will leave promptly at 11:40 a.m. each day. It is your responsibility to be on the bus and ready to go at that time.
2. Missing the Tech Center bus will be an automatic unexcused absence and a violation. You will not be permitted to use your own transportation and will remain in the office at BMAS for the balance of the day.
3. Students are not allowed to drive or ride with other students to and/or from the Tech Center.

Bus Transportation to Tech Center & JCC

Behavior on the bus to and from the Tech Center & JCC must be acceptable to all school employees at all times. Therefore, in addition to the regular disciplinary rules and penalties in the Student Handbook, the Tech Center & JCC students will also be subject to the bus rules listed below.

The only means of transportation a student suspended from the bus may use is the student is driven by parents or another adult designated by parents to and from the Tech Center/JCC.

Under NO circumstances will suspended students be allowed to ride with other students.

Arrangements for transportation are the responsibility of the student and parents. The office must be notified of the arrangements made.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a videotape, 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.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and **may lose the privilege of riding on the bus.**

Self-Transportation to School

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

Students Driving to School

- Students under 18 must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form 5515 F! and provide evidence of:
 - Driver's license
 - Insurance certificate
 - Vehicle registration
- The student must purchase a permit from the Student Service Office in order to park on school property and pay a deposit fee of \$2.00 for the entire school year.
- Limited parking space is available and therefore it is important to park accordingly. Students are only to park in the Student Parking Lot, at all times.

You will not have access to your car or be able to drive your car during regular school hours without special permission (such as Dual Enrollment, or Co-op arrangements). We maintain a closed campus.

Students Walking to School:

Students walking to school are expected to obey crossing guards and are not to arrive any earlier than the first bell.

APPENDIX

2008-2009 SCHOOL BOARD MEMBERS

Elizabeth Roe, President
Doug Armstrong, Vice President
Laurie Wielfaert, Secretary
Kevin Barrett, Treasurer

Tania Kimerer, Trustee
Ben Allshouse, Trustee
Beth Alcock, Trustee

STAFF

Administration

Charles Pelham, Superintendent
John Easley, MS/HS Principal
Karen Scholl, Elementary Coordinator
Wes Rickard, MS/HS Counselor

Teachers

Taina Bundshuh, Art
Andy Clark, MS Math
Paul Cousineau, HS Science
Pam Dafoe, 1st/2nd grade
Marc Finger, 3rd Grade
Kris Gedeon, HS English & Social Studies
Craig Gibbs, H.S. Special Education
Amy Good, MS/HS Special Education
Katie Hartle, Kindergarten
Heather Hildreth, 4th / 5th Grade English
Denise Maska, PreSchool & Lenawee's Child
David Masterson, MS/HS Spanish, HS English
Amy McAran, 1st Grade
Holly Miller, Elementary Special Education
Peg Musielewicz, MS Social Studies & English
Jon Musolf, HS Math
Aaron Mykeloff, Band
Vicky Oliver, HS English, MS/HS History
Shaun Ormsby, MS Science
Elizabeth Pechaitis, Marketing, Careers
Jon Reynolds, MS/HS Special Education
Sue Sabourin, 2nd Grade
Brandon Schmidt, 4th / 5th Grade Social Studies
Erin Slusher, 3rd Grade
Lesa Smith, MS/HS Drama, English
Chad Spencer, Computers & Technology
Nancy Stahl, Kindergarten
Barney Watson, 4th/5th Grade Math
Doug Witt, MS/HS Social Studies
Kristy Zajac, Physical Education/Health

Support Staff

Kim Albring, Bus Driver
Michele Bearinger, Business Office/Athletics Secretary
Becky Briggs, Student Services Secretary
Pam Clemmons, Custodian
Alice Cruz, Custodian
Karen DeCoster, Food Services & Bus Driver
Eileen Fore, Business Manager
Nancy Friske, Bus Driver & Instructional Aide
Gary Judkins, Transportation & Maintenance Supervisor
Cookie Kish, SKIP
Donna Klught, Library/Media Specialist
Terri Kniffen, Food Services Director
Wendy Kurowicki, Instructional Aide
Debbie Loomis, Food Service & Custodian
Crystal Martin, Extended School Coordinator
Stacie McMullen, Counseling/Special Education Secretary
Rozanne Miller, Instructional Aide
Sandy Miller, Recess Supervisor
Delores Righter, Bus Driver
Mary Simmons, Instructional Aide
Connie Somers, Bus Driver & Custodian
Carin Tilly, Instructional Aide
Kathy White, Custodian
Sue Willaert, Food Services
Shannon Williams, Crossing Guard

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

SMOKE FREE SCHOOL POLICY

In accordance with Public Act 140 of 1993 - The Tobacco Free Schools Act - the use of tobacco products is prohibited in all school buildings at all times. In addition, the use of tobacco products is prohibited on all school grounds, except during weekends, on holidays, and after 6 p.m. on school days.

NOTIFICATION OF PESTICIDE APPLICATION

1. At the beginning of each school year, school administrators shall notify parents and guardians of children attending that school of the right to be informed prior to any application of a pesticide at that school.
2. The notice shall contain information, obtained from the person applying the pesticides, which includes a statement that a pesticide will be applied, the approximate location of the application, and the date of the application.

WEAPON FREE SCHOOL ZONE POLICY

In order to provide a safe learning environment for all children, our schools must be weapon-free. Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

School officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause harm to others.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. If the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the school office at 451-4581.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT AND ATHLETIC HANDBOOK

We, the undersigned have received and read the Student and Athletic Handbooks, including the Student Network and Internet Acceptable Use and Safety Policy and the Home/School Compact. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that these handbooks supersede all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Date

Student Signature

Date

Student Name (Printed)

Locker Number

(Please complete and return this page during the first week of school)