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**BROWN CITY**  
**JR./SR. HIGH SCHOOL**

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**STUDENT/PARENT HANDBOOK**  
**2019-2020 SCHOOL YEAR**



*“Providing the Opportunity to Learn”*

*Excellence in Education*

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**BROWN CITY HIGH SCHOOL**  
**4400 SECOND STREET, BROWN CITY, MI 48416**  
**(810) 346-4700**

**Principal's Message**

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year at Brown City Jr/Sr High School. This information has been carefully prepared to help you adjust to our school and become an integral part of it.

The entire staff here at Brown City is eager to help you prepare for a successful adult life, so apply yourself to your studies, get involved in co-curricular activities, and make the most of your high school years. Remember, your success is directly related to your efforts!

**Brad Hale, Principal**

**BROWN CITY HIGH SCHOOL**  
**MISSION STATEMENT**

Brown City High School will encourage and provide opportunities for all learners to achieve their potential and become responsible citizens in a changing world.

**“Providing the Opportunity to Learn”**

**SCHOOL SPIRIT**

1. Courtesy - Towards teachers, fellow students, and the officials of school athletic activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep their scholastic and activity standards at the highest level.

**SCHOOL FIGHT SONG**

On Brown City, On Brown City, Fight Fight Fight to win, We'll be boasting for our teammates, So come on do your stuff, Rah Rah Rah, On Brown City, On Brown City, Fighting for our fame, Fight Devils Fight, and we will win this game.

**STUDY SKILLS**

A student who studies well:

- A. Brings notebook, paper, pen or pencil, and other materials necessary to class.
- B. Is an active participant in the classroom; listens well; takes part in discussions.
- C. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
- D. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class.
- E. Uses what he/she learns; sees how each subject applies to others.
- F. Strives to do his/her best, not just to get by.

# ATTENDANCE

## PHILOSOPHY OF ATTENDANCE

Good attendance is one of the most important single factors that contribute toward greater levels of achievement by all students. We, the Brown City Community School system, believe that regular and punctual class attendance will result in better preparation for the demands of life after high school. The Brown City Community School system has developed an attendance policy, and a set of attendance procedures, designed to promote good attendance in a positive, guidance oriented manner. The effectiveness of these procedures depends upon parents, students, and the school working together cooperatively to see that students attend classes regularly in order to acquire a sound high school education and to prepare themselves to become responsible citizens and members of society.

A student who is absent from school 10 or more days in an individual class per semester will be referred to Sanilac County Juvenile Court for truancy. However, absences for the following reasons will not be included in the ten/per class/per semester. Students absent due to hospitalization, doctor's confinement at home, doctor's appointments, absences approved in advance by the principal, authorized religious obligations, court appearances, approved family emergencies, and immediate family funerals. Documentation/Verification slips are required and must be on file upon return from absence to be eligible.

### 1. Definition of absence:

- a. If a student arrives to first hour class more than fifteen (15) minutes late he/she will be considered absent.
- b. If a student arrives to second through seventh hours class more than five (5) minutes late, he/she will be considered absent, unless being detained by school personnel, late bus, school related activity, or administration excused.
- c. If a student does not attend at least thirty (30) minutes of class due to leaving early, he/she will be considered absent.
- d. A students' absence due to administrative reasons, guidance appointments, field trips, athletic trips, and other school related functions will not be applied against the student's attendance record. No student shall be charged with an absence if they are unable to attend school because bus transportation was temporarily suspended due to adverse weather conditions, however, class work must still be made up.
- e. VACATIONS may count toward absences for truancy. They must be pre-excused by picking up the proper form in the office, taking it to each teacher for approval and returning it to the office **BEFORE** the trip.

### 2. Sign in and reporting of absences:

- a. *Students are to sign in at the office if they arrive late and sign out if they leave early (a student's parents (unless student is 18) or older must verify that a student is to leave early and must have permission of the Principal or designee). Failure to check out will result in the offense being treated as skipping and truancy.*
  - b. If a student is unable to report to school by 8:25 a.m. the parent or guardian is to call the high school or guidance office at 346-4700 by noon. If the student is reported absent by the faculty without prior notification from the parent, the office will attempt to contact the parent.
3. Whenever a student's parent desires their child to be dismissed from school while in session, the student must present a note in the office at the beginning of the school day stating the reason and time of dismissal.
  4. If a student has been absent for any reason, they should present a note from a parent or legal guardian to the office by 8:25 a.m. of the day they return to school. This includes leaving school and returning the same day.
  5. The principal will determine whether your absence is excused or unexcused - a **parent's note or phone call does not automatically grant the student an excused absence.**
  6. There will be no excused Skip Day.
  7. When a teacher detains a student after class dismissal time, the student should receive a detained slip stating time, passing them to the next class.
  8. **Tardy Policy**  
Part of the responsibility a student assumes more and more with maturity involves not only regular attendance, but also prompt attendance. Students are expected to arrive at scheduled classes/activities on time. Tardiness to school/class will be considered excused for the following reasons. At the Junior/Senior High School level, the following will not

count against the attendance cap:

1. Late Bus
2. Detained by School Personnel
3. School related activity
4. Administrative excused

Students are required to be in class prior to the tardy bell. If late, they will be considered tardy. If more than five (5) minutes late (2<sup>nd</sup> through 7<sup>th</sup> hours) and fifteen (15) minutes (1<sup>st</sup> hour), they are marked unexcused absence for the hour. Tardies and absences are counted per class for the duration of the semester.

A student who enters class late without a pass will be considered tardy.

- a. On the first tardy and every tardy thereafter, the teacher marks the student tardy in Skyward to record and document the tardy.
- b. On the second tardy reported, teachers will notify the administration will warn the student and instruct him/her of the further consequences of his/her tardiness.
- c. On the third tardy, the student may be given a Detention and one (1) unexcused absence in that class. \*
- d. On the fourth tardy and any tardy thereafter, the student may be given a Detention or suspension.
- e. Excessive tardiness may be referred to the Sanilac Juvenile Court for Truancy.

**\*Detentions may be replaced by duties assigned by the Principal\***

9. **All absences resulting from excessive tardiness will count toward the cap of 10 for referral to truancy.**
10. When a student is absent from school, it is his/her responsibility to obtain their make-up work. One day per day absent will be allowed for make-up, unless prior knowledge or arrangements have been made. A suspended student will be responsible for making up school work lost due to suspension. It is **MANDATORY** that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the main office. Make-up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.
11. Students on early dismissal schedules are to sign out and leave the building at the end of their last class, unless previous arrangements have been made at the office with the principal.
12. **Extra-Curricular Attendance:** A student must be in attendance four (4) of their seven (7) daily classes to participate in an extra-curricular activity on any given day. This rule may be waived if the student has a pre-arranged absence with the principal or is absent due to an emergency in the family.
13. When unusual circumstances exist concerning absences not covered by the above rules, parents are expected to contact the school. Also, the administration reserves the right to use discretion as needed in all situations regarding attendances.
14. **Notification of Absences**
  - a. The parent or guardian and student will receive a warning after obtaining his/her fifth (5) absence. A letter of warning with a copy of the attendance policy will be sent home.
  - b. A second warning will be given at the seventh (7) absence explaining that truancy may be the next step, the student's parent/ guardian will be invited for a conference.
  - c. After nine (9) absences, the school will begin the country truancy paperwork.

## **ACADEMIC RECOGNITION**

The top 10% of each grade level or all students with a 4.0 GPA or higher will be invited to attend the Annual Honor's Banquet. Eligibility is determined on the current year grades from 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> marking periods and not affected by grades in prior years. A minimum of seven graded classes must be taken to qualify for the Honor's Banquet or a minimum of 5 graded classes if attending a career center program. Student should also be a full-time student for all FTE purposes.

A student who takes Advance Placement or Dual Enrollment academic classes has the opportunity to receive a higher GPA because of the weighted grade calculation. In the event that a Valedictorian or Salutatorian does not finish in the Top 10% of the Senior Class based on the Honor's Banquet Formula, these titled students will come to the Honor's Banquet as Guests and Speakers. They will not be figured into the Top 10% nor will they be placed on the Honor's Plaque and/or receive an Honor's Banquet Award. \*Complete Board Policy Available Upon Request in the High School Office.

Honor Roll will be published each marking period. Students who achieve all A's and B's will be recognized.

Beginning with the class of 2023 the formula for Valedictorian and Salutatorian ((GPA x 325) + (SAT x .4375)) to determine Honors and High Honors.

- a. Honors= 1600 - 1799
- b. High Honors= 1800+

Academic Hall Fame is an honor bestowed upon the graduating seniors who earn a 3.9 grade point average and an SAT score of 1310 or higher and/or an ACT score of 28 or higher.

### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school 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.

### **AGE OF MAJORITY**

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions note below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years or older may:

- (1) Have the same privilege as their parents/guardians as it relate to access or control of their student records.
- (2) Represent themselves during disciplinary conference and be the addressee for their grade reports.
- (3) Sign themselves in and out of school and may verify their own absences. Note: All attendance standards continue to apply;
- (4) Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **BROWN CITY COMMUNITY SCHOOLS TERMS & CONDITIONS**

Notices of accounts that are past due and checks that are returned to Brown City Schools, due to non-sufficient funds may be referred to a collection agency if left delinquent. If referred; the fees assessed to Brown City Schools by the collection agency will be added to your past due account.

### **BROWN CITY GRADUATION REQUIREMENTS**

Any student who has not fulfilled all credit/graduation requirements will not receive a diploma. These students will not be permitted to participate in any commencement ceremony activities. It is your responsibility as a student at Brown City High School to review your transcript in your junior and senior year to check your credits for graduation requirements and how your grades will impact your career goals.

### **REQUIREMENTS FOR GRADUATION**

In order for a student to qualify for a diploma in this District, he/she must be in attendance for 8 semesters at Brown City High School. Attendance at the Career Center may still qualify towards the 8 semesters at Brown City High School. An exception to this rule may or may not be approved by the Superintendent or his designee. A request for this exception must be made in advance.

In regards to credits, students must earn at least:

#### **25 credits – To graduate from BCHS**

To receive a diploma from Brown City High School, the number of credits for graduation must include the following required credits:

English	4 credits	Physical Education	½ credit
Math	4 credits	Health	½ credit
Social Studies	3 credits	Visual, Performing, & Applied Arts	1 credit
Science	3 credits	World Language	2 credits

As part of these requirements, students must fulfill all Michigan Merit Curriculum (MMC) requirements. Information on the most current MMC requirements can be obtained from the Guidance Counselor's office. The Board is permitted to set requirements above and beyond those of the MMC.

**\*½ Physical Education Credit**

Physical Education credit may be waived by participating in district approved extracurricular activities involving physical activity, including 1 interscholastic sport that is played for an entire season and/or successfully completing 1 year of strength and conditioning.

**\*1 Visual, Performing, or Applied Arts credit: (can be chosen from)**

Band, Small Engines, Intro to Shop, Art I, Graphics, CAD, Robotics, Coding/Drafting, or Yearbook.

**\*Junior High Credits**

Credits earned in 7<sup>th</sup> and 8<sup>th</sup> grade are not counted toward graduation unless taught using high school standards. Credits earned for classes taught using high school standards will be included on the high school transcript for graduation credit, but will not be calculated as a part of student's high school grade point average.

**\*Dual Enrollment Credits**

Dual Enrollment Courses may count toward graduation requirements as approved by the High School Principal and as allowed by MMC requirements.

**\*Online Learning Experience\***

Online Course or learning experience will be incorporated into one of the required credits.

Brown City High School will accept only 2 (two) credits from programs outside the regular program during the student's 4 years of high school. An exception on the limit of 2 (two) credits may be granted with prior approval from the Superintendent or his designee. These classes may be taken to meet minimum credit requirements of graduation.

Credits from non-public schools; \*Complete Board Policy Available Upon Request in the High School Office.

Junior high students who fail two or more academic classes for the year will be retained unless arrangements are made to make up credits in summer school.

For Junior High students: to determine whether they passed for the school year or not we will use the percentage of 1<sup>st</sup> semester and the percentage of 2<sup>nd</sup> semester, and take the average to determine if they passed for the year.

As a requirement for graduation, Brown City High School students must complete the state (SAT) tests when scheduled by the district, during the 11<sup>th</sup> grade year, and are expected to put forth a sincere effort. Effective for class of 2017.

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

- Freshman (9th grade) = 1st year HS student and/or 0 Credits to 3.5 Credits
- Sophomore (10th grade) = 2nd year high school student and at least 4.0 Credits at the beginning of the school year.
- Junior (11th grade) = 3rd year high school student and at least 11.0 credits at the beginning of the school year
- Senior (12th grade) = 4th year high school student and at least 18.0 Credits at the beginning of the school year

A pupil may be eligible to receive a STEM endorsement if he or she, in addition to completing all the applicable requirements of the Michigan Merit standard for a high school diploma, successfully completed all of the following credit requirements while in grades 7 to 12: -- Six or more credits in mathematics, including at least five in courses that either are listed in Section 1278a(1)(a)(i) or cover the same content standards as a course listed in that section, and including a credit that covers the content standards for precalculus and calculus. -- Six or more credits in science, including at least four in courses that either are listed in Section 1278b(1)(b) or cover the same content standards as a course listed in that section. -- At least one half credit featuring significant course work involving technology activities and at least one half credit featuring significant course work involving engineering activities, which could be gained through separate technology and engineering course work or in conjunction with course work associated with the credits required in mathematics and science. If a student is interested in received a STEM endorsement they should consult with the high school counselor or principal office for further details.



## **BLENDED/ONLINE LEARNING**

The Board policy and district procedures ensure that eligible students have access to 1 or more online instructional classes per semester. This policy and procedures ensures we provide 2 online courses to all 7-12 graders.

“Blended Learning” means a hybrid instructional delivery model where students are provided face-to-face instruction, in part at a supervised school facility away from home and partially through computer based and internet connected learning environments with some degree of student control over time, location, and pace of instruction

“Online instructional program” means a course of study that generates a credit or grade, provided in an interactive computer based and internet connected learning environment, in which students are separated from their teachers by time or location, or both, and in which a Michigan certificated teacher is responsible for providing direct instruction, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

## **BUS TRANSPORTATION**

The school district provides bus service as a privilege to its students. The rules for bus behavior will be reviewed and explained by the bus drivers. Students may have their riding privilege suspended if they fail to follow the rules.

For more information on routes, or buses in general, call the Transportation Office at (810) 346-4700, extension 1000.

## **CAFETERIA**

Lunch and Breakfast is served every full day of school in the cafeteria. There will be NO student charges. The price for High School Regular lunch is \$2.85.

## **CALENDAR**

The official calendar for all school events is in the office of the principal and before any event is placed on the calendar or scheduled, it must be called to the principal’s attention that will place it on the calendar himself. It is the responsibility of the sponsor to notify the principal of their proposed events.

## **CAREER CENTER**

All students attending the Career Center are governed by home and school rules. A suspension at the Center means home school suspension and vice-versa. Students are not allowed to drive to the Sanilac Career Center, except for educational purposes or unusual emergencies approved in advance by Administration.

## **CHANGE OF ADDRESS**

Please inform the office if you change your address or telephone number.

## **CHILD ABUSE/NEGLECT**

Brown City School is required by law to report all suspected cases of abuse and/or neglect to the Department of Social Services for investigation.

Sexual harassment of students by other students or by employees of the Brown City School District is unlawful under both Michigan and Federal Law, and is contrary to the commitment of the Brown City School District to provide a stable learning environment. The Brown City School District will not tolerate any sexual harassment of students/staff. All contact between students, or teachers and students should be in keeping with respect for the individual, be of a nature which does not make an individual feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all Brown City School District employees are expected to conduct themselves with respect for the dignity of others. If a student or staff member has concerns about the nature of any conduct or physical contact by an adult employed by the Brown City School District, by a fellow student, or by a member of the public, the individual should immediately report this concern to the Principal. The student should discuss their concern with their parent or guardian who could report the concerns to the Principal.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the Student Services' Coordinator. A student found to have violated this policy will be subject to disciplinary action up to and including expulsion from school.\*

### **DANCES/ EXTRA CURRICULAR EVENTS**

-Traditional dances include Homecoming in the fall, Sno-coming in the winter, and Prom in the spring. Additional dances may be sponsored as fund-raising activities by classes or school organizations. Appropriate dress and dance (no bumping and grinding or dance sexual in nature) is required at all times. **(Junior High Students must leave at 10 pm)**

-Per Brown City Board of Education approval in fall of 2016 all Brown City School students are granted free admittance to home regular season athletic events (student ID may be required). For the safety of students and spectators a student will not be allowed re-entry upon leaving the event. If a student does not comply with all school policies event admittance may be revoked.

### **DETENTION**

Detention period is a time to which the student is assigned outside the regular school day for any infractions of acceptable student behavior. Students should fully understand that any staff in the building has the authority to correct misconduct anytime. Therefore, it is conceivable that a teacher might refer a student for discipline who is not in any of their classes. Students will be provided twenty-four (24) hour notice regarding detention assignments. **Brown City Schools will either assign the student a Saturday detention from 8:00 a.m. to 12:00 noon, or an after school detention from 3:10 pm to 4:00 pm.** Failure to report for detention will result in further disciplinary action. There will be no Saturday detention if there is no school on the Friday prior to detention due to vacation/holiday weekend, or inclement weather. \*Complete School Board Policy is available upon request in the High School office.

### **DIRECTORY INFORMATION**

According to the Family Education Rights and Privacy Act, the following information is considered directory information. If a parent and/or student do not want this information released, it is necessary to have a written statement stating specific information that may not be released.

1. Name, address, telephone number
2. Date and place of birth
3. Major field of Study
4. Participation in school activities
5. Dates of school attendance
6. Honors and Awards
7. Other similar information E.g., Alumni Associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

### **DRIVERS' EDUCATION**

Drivers' Education is not run through Brown City Schools. Any student wishing to participate in Drivers Education can sign-up in the high school office for classes when available. Students wishing to take drivers' training are responsible for the costs associated with any enrollment

### **DUAL ENROLLMENT PROGRAMS**

We would like you to know about the increased opportunities for Dual Enrollment available to eligible students and what they may need to become eligible. Dual Enrollment (also called Postsecondary Options) permits the student to take classes at both Brown City High School and a college or university simultaneously. The purpose of this program is to provide a wider variety of options to high school pupils to insure that all students continue to be challenged. These courses may be taken for high school credit, college credit or both, but the student must notify both Brown City High School and the college of his/her intent. Most recent SAT/PSAT scores are the first requirement for eligibility. Questions about Dual Enrollment should be directed to the Counseling Department.

## **DUE PROCESS**

The constitutional rights of individuals assure the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to the administration of discipline at Brown City Community Schools.

In the event adverse action is taken against the student by a staff member, the student may meet with the principal who will review the problem and listen to the student's explanation. The principal will determine the appropriate action to be taken in accordance with the Brown City Junior High/High School Student Conduct Code. If satisfaction is not attained at step one, the student/parent may request a conference with the superintendent. Appeal the suspension by sending written notice within 48 hours of the notification of the student's suspension. Appeals may be made to Neil Kohler, Superintendent, Brown City Community Schools, 4349 Second Street, Brown City, Michigan 48416.

## **EMERGENCY PROCEDURES**

An emergency condition occurring during the school day will be handled by following established procedures. If additional information is available, it will be given over the public address system. Emergency conditions occurring when school is not in session, and will affect school opening/closing, will be announced over school messenger system, local radio, and television stations.

### **EMERGENCY STUDENT/FACULTY HOUSING PLAN**

An emergency plan to house students and faculty will be placed in effect, if Brown City Junior/Senior High School were required to be evacuated for lengthy period of time due to an unsafe condition. Area facilities have been secured for this purpose.

Fire drill alarm would be sounded or public address system would be used.

Within a short period of time, a decision would be made by the building principal to:

- A. Return to classrooms
- B. Relocate students and personnel to area facilities

## **EXAM FOR CREDIT PROCEDURES**

The term "exam" in this document refers to the assessment tool(s) used to measure the student's understanding of the subject area content expectations or guidelines that apply to the credit.

Brown City High School, in compliance with the School Code of Michigan, will allow a secondary student who has exhibited a reasonable level of mastery of the subject matter of the course to earn credit, regardless of enrollment in the course. To exhibit mastery a student must fulfill all of the following components:

- A. The student will satisfactorily complete a portfolio of ten (10) assignments given to regularly enrolled students during the year (these will be chosen and provided by the teacher).
- B. The student will complete an essay supporting the importance and thus inclusion of any five (5) objectives of the course (objectives provided).
- C. The student will score a C+ (77%) or higher on the course's final examination.

The following guidelines apply to the exam for credit procedures.

1. Courses tested out will be accepted as fulfillment of a requirement in a course sequence.
  2. Credits earned through mastery without enrollment in the course shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose.
  3. Courses tested out may satisfy the numerical credits necessary for fulfillment of graduation requirements.
  4. Once a course is tested out, students may not enroll in that course or test out of a lower course in the course sequence.
  5. As part of the registration process, students will be given a list of information for fulfilling the components for the course. No books will be distributed.
  6. Middle school students are only eligible to test out of high school level courses.
  7. Students who meet the eligibility requirement will be permitted to test out of a class for credit during the designated period.
  8. Students will have the opportunity to test out of courses each year but cannot test more than once for a particular course.
  9. Students must fill out and turn in a completed application within the first week of the beginning of a semester that the class is being offered. All components must be completed within 10 weeks of the application being confirmed.
- Applications/requests are to be made in the counseling office.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“Eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent FERPA authorizes disclosure without consent.
4. The right to file a complaint with the United States Department of Education concerning alleged failure to comply with the requirements of FERPA.

## **FINES**

If fines are not paid, the school district will put a “hold” on all transcripts and records to be released until arrangements for payment have been made. Also, students will have fines paid in full before textbooks will be issued.

## **FIRE/TORNADO DRILLS/LOCK DOWN DRILLS**

- (A) One Continuous Sound (bell) ~ Fire procedures; vacate building.
- (B) Tornado procedure ~ Announce on PA system.
- (C) Lock Down procedure ~ Announce on PA system

## **FUND RAISERS**

All fund raising projects must be approved by the Building Principal.

## **GRADING SYSTEM**

Each semester of every class is graded individually.

1. Student receives 1/2 credit for each successfully completed semester of a year-long class. If he/she fails one of a required course then that semester must be repeated. There are no year-long grades given. The grade is recorded as two separate semester grades. A semester grade is based on overall percentage, and student must pass at least 2/3 of (1<sup>st</sup> marking period, 2<sup>nd</sup> marking period, and semester exam)
2. Classes designated as semester classes would continue to receive a semester final grade.
3. Failure to take semester and Final exams will result in an ‘E’ for the exam. Students who are absent must make arrangements to make up exam within one week.
4. Advanced Placement (AP) and Dual Enrollment courses are weighted on a 5-point grading scale.

Under this system a student will receive a semester final grade in all classes. This grade will appear on the report card and be used as a basis for figuring grade point averages.

## **COMMON DISTRICT GRADING SCALE**

<b>100-93%</b>	<b>A</b>
<b>92-90%</b>	<b>A-</b>
<b>89-87%</b>	<b>B+</b>
<b>86-83%</b>	<b>B</b>
<b>82-80%</b>	<b>B-</b>
<b>79-77%</b>	<b>C+</b>
<b>76-73%</b>	<b>C</b>
<b>72-70%</b>	<b>C-</b>
<b>69-67%</b>	<b>D+</b>
<b>66-63%</b>	<b>D</b>
<b>62-60%</b>	<b>D-</b>
<b>59% and below</b>	<b>E</b>

## **GRADUATION CEREMONY**

The School District holds Graduation ceremonies every year to honor those students who have completed all graduation requirements. Participation in that ceremony is a privilege, rather than a right. The Administration may exclude any student from participating in any ceremony or activity as a consequence of a student’s behavior.

## **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study assistance, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor.

Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

## **ILLNESS**

A student who becomes ill during the school day should request permission from the teacher to go to the office. 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.

## **INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES**

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials may grant law enforcement interviews with a student after consideration of the (1) type of incident; (2) seriousness of the incident; (3) age of maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence. When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview.

## **THE LIBRARY**

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day, and a short time before and after school. Fines are charged for materials overdue at an established rate.

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that their locker is kept locked and in order at all times. School combination locks are to be used. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students applying stickers or gum to inside of lockers, writing on lockers, altering the condition which may require excessive cleaning, and/or damaging the locker in any other fashion will be subject to discipline and fines or restitution.

The school respects the right of the student's personal belongings, whether they are on the person or in their locker. However, the school has responsibility for the safety and welfare of the entire student body. Should reason be established from a reliable source that potentially dangerous materials may be present, the school reserves the right to search the person and/or their locker, since, and the locker remains the property of the school. If illegal drugs are suspected, search dogs may be used. Students will be prosecuted.

No one should leave classes to go to their locker except with special permission. Do not leave combinations set. Do not give your combination to anyone. Do not change lockers without office approval. The school retains ownership of all school lockers and retains the right to inspect them at any time.

## **LOST/FOUND**

Recover lost books and articles of clothing at the main office. Articles found should be turned into office.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act (Subtitle B-education for homeless children and youth), re-authorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. Please contact your homeless director in your school for more information.

## **MEDICINE DISTRIBUTION**

It is recognized that certain students may be required to take prescribed medication for health problems during the regular school day or at a school-sponsored activity. In some cases, medication will have to be administered by school personnel. The Brown City Community School District establishes this policy to clarify student medication procedures, to protect students receiving medication administered by school personnel and to protect school personnel administering such medication. The following policies apply:

1. Students that are on medication and wish to take medicine during school hours must have written permission from their parent/guardian.

2. The parent/guardian shall fill out a Medication Control Information Form which is signed, lists medication(s), dosages, time to be administered.
3. The parent/guardian shall be responsible for sending in medication(s) for the day, week, or the month. Medication must be brought to school in a container appropriately labeled with the written orders from a physician detailing the following:
  - A. Name of Drug
  - B. Dosage
  - C. Specific times of administration or time intervals medication is to be given
  - D. The doctor's name
  - E. The student's name
4. Prescribed medicines shall be stored in securely locked, designated locations at all times. The appropriate administrator shall be responsible for designating such location in cooperation with the staff.
5. The authorized person shall maintain a complete and accurate record of medications given.
6. All medication shall be administered by school officials, unless a physician and parent/guardian provide written permission to self-administer.

## **MENINGOCOCCAL MENINGITIS**

### **Your Teen may be at risk**

Meningococcal Meningitis is a serious bacterial infection that affects the membranes that surround your brain and spinal column. About 2,600 people get meningococcal disease each year in the U.S. 10-15% of these people die, in spite of treatment with antibiotics. Of those who live, another 11-19% loses their arms or legs, become deaf, have problems with their nervous systems, or suffer seizures or strokes. In the United States up to 83% of all cases could potentially be prevented by a single vaccination.

The bacterium that causes this infection is spread by having close personal contact with someone who is sick with the disease or someone who is a carrier. Some people carry the bacteria in their nose and throat and even though they may never become ill with the infection themselves, they could spread the infection to others. The following behaviors increase the risk of spreading the infection: sharing water bottles, eating utensils, kissing, smoking or being exposed to smoke, activities that may weaken the immune system such as staying out late and having irregular sleep patterns. Also, living in close quarters such as dormitories or being in crowded situations for prolonged periods of time.

To decrease your child's risk of getting this serious infection, a vaccine is available. Menactra is a vaccine that prevents four types of meningococcal disease, including 2 of the 3 most common in the United States. Menactra works well, protecting about 90% of those who get it. This vaccine is recommended for all children at their routine pre-adolescent visit (11-12 years of age). If your child is 13-18 years old and has never received a dose, he/she is also eligible for the vaccine.

Keep in mind if you have children in the 11-18 year old range, they may need other vaccines as well, such as Tetanus Diphtheria booster, Human Papilloma Virus, or Chickenpox.

Please call the Sanilac Health Department at 810-648-4098 for more information.

## **NATIONAL HONOR SOCIETY**

Membership is governed by National By-Laws. Students are eligible to be a part of NHS during their junior and senior years providing they meet the criteria of the National Honor Society which is based on scholarship, leadership, service, and character.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office.

## **PARENT INVOLVEMENT**

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. 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; C) supporting a consistent and shared approach to child guidance and discipline; D)

providing for the proper health, safety, and well-being for their child. The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

\*Complete Board Policy Available Upon Request in the High School Office.

### **PASSES - HALL**

Students who are out of the classroom during class time are expected to have a pass showing where they are going, and who authorized the pass. Students without passes are subject to disciplinary action.

### **PASSES FOR LEAVING SCHOOL**

The school has the responsibility and the community expects that students will be on school grounds at all times during the school day unless specifically released as part of a school program or activity. If you must leave the building because of illness or any emergency, you must have authorization from principal or his designee, and you must sign out in the office. Failure to follow the proper procedure will be a one (1) day suspension.

### **REPORT CARDS**

Report cards are given out every nine weeks to notify parents of progress. Report cards can be printed/viewed through the student's Skyward Accounts. If you prefer a paper copy of your child's report card, they are available through the office upon request. The cards are the property of the students and are not returned to the school.

### **SCHOLARLY RECOGNITION**

Beginning with the Class of 2011, Brown City High School will use a new formula for determining Valedictorian and Salutatorian. Students will have their GPAs and SAT/ACT Composite scores calculated into a ranking order (GPA 65%, SAT/ACT 35%). As in other GPA calculations, there will be no rounding of GPAs or points. ***SAT or ACT will be used in place of ACT starting with the class of 2017 (whichever test produces the highest result for the student).***

Formula:

$$\begin{aligned} &(\text{GPA} \times 325) + (\text{ACT} \times 19.45) = 2000 \\ &(4.0 \times 325) + (36 \times 19.45) = 2000 \\ &1300 + 700 = 2000 \end{aligned}$$

$$\begin{aligned} &(\text{GPA} \times 325) + (\text{SAT} \times 0.4375) = 2000 \\ &(4.0 \times 325) + (1600 \times 0.4375) = 2000 \\ &1300 + 700 = 2000 \end{aligned}$$

The traditional High School GPA Rank in Class will remain intact and student should also be a full time student for all FTE purposes. BCHS will still use the standard Rank in Class on transcripts for sending to colleges and universities. Thus, this will not affect any natural ranking scholarships that might be given by a college or university.

This formula encourages all students to perform at their best on the ACT/SAT. ACT/SAT is arguably one of the most important factors in determining college admission. The standards and benchmarks of Michigan's Graduation Requirements are college driven. This formula encourages all students to take a stronger rigor of courses that will help prepare them to do better on the ACT/SAT and in College.

The SAT Exam is a local and State required test for all 11<sup>th</sup> graders. The best ACT/SAT Composite Score will be accepted up to the end of the first semester of the student's senior year.

This formula validates our "Top Scholar."

### **SCHOOL INSURANCE**

Brown City Community Schools does not provide any type of medical insurance for your child. Parents should carry accident or health insurance and are satisfied that this coverage gives specific coverage for any expenses.

### **SCHOOL VIOLENCE HOTLINE c 1-800-815-TIPS**

The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24-hours per day, 365-days a year, by the Michigan State police Operations Center. This hotline was mandated by the Michigan Legislature in Public Act 269 of 2000.

The School Violence Hotline has been created to give you an anonymous way to report any threats of violence ("I'm going to kill someone tomorrow"), or weapons that you may know about ("I saw a gun in someone's locker"). However, you should call this Hotline only when you feel you cannot talk to a trusted adult first. Confiding in an adult that you trust is by far the best way to deal with information about school violence.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag, wireless communication device, electronic communication device) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, law enforcement officials shall be notified immediately upon seizure of dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

## **SIGNS AND POSTERS**

All signs and posters put in the school must be approved by the Principal. Classes, organizations, or individuals who put up signs or posters are responsible for their removal after the event is over.

## **STUDENT RECORDS**

1. Students 18 years of age or older may review their records. Parents may review until the child is 18.
2. Students under 18, who request information sent to another school, employer, or college must have their parent sign a record release form. Students 18 or older must sign their own record release form.

The transfer of student records in Michigan is governed by the Revised School Code Section 1135 (MCL 380.1135) which requires that: Within 14 days after enrolling a transfer student, the school shall request in writing from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134. **This includes the transfer of disciplinary records of students with respect to suspension and expulsions, to any private or public school to which a student is transferring and in which they are enrolling.**

## **STUDENT RIGHTS**

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Also, distribution of any item, service, or product free of charge is prohibited. Violation of this may lead to disciplinary action.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, cell phones, I-Pods, 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.



## **STUDENT WELL-BEING**

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medication, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. The Principal/Assistant Principal is available to discuss the procedures for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

Brown City Community School District has established an electronic wireless system that provides network connections within the district campus and to the Internet. The district may provide access to the system to employees, board members, students, and guests.

Users of BCNet may access available technology resources, including the Internet, for limited educational purposes. The term "educational purpose" includes use of the system for class-related activities, professional or career development, and limited high quality personal research. Students displaying or posting illegal and/or inappropriate behavior on Internet blogs and social-networking sites may be subject to disciplinary action.

\*Complete Board Policy Available Upon Request in the High School Office.

## **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. Telephones are available in the school for students to use when they are not in class. Students are not to use personal telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **TEXTBOOKS**

Textbooks are furnished by the school district and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. All fines from previous years/semesters must be paid prior to textbooks being issued.

## **VISITORS**

Parents and other adults are welcome to visit the school. We ask that you report directly to the main office upon arriving. Permission must be given by the principal or his designee before proceeding to any other areas within the building. High School age visitors are not permitted in the building at any time during the normal school day. This allows for the least amount of interruption from our intended purpose. Exceptions to this may be granted by the Principal.

## **WARNING NOTICES**

Warning notices are mailed out to parents, upon parental request, at mid-quarter when the quality of students' work is at the failing point or when the work is considerably below the level of expectation.

## **STUDENT CODE OF CONDUCT**

Everyone has the responsibility for helping to maintain a school climate that will enable students to receive maximum benefit from the high school/jr. high program.

Misconduct shall be regarded as those actions which do or may interfere materially or substantially with the operation of any school. By endangering the health and safety of any person, by infringing on the rights of others, by causing disruption of education programs or discipline, by causing loss or destruction of facilities and actions which are otherwise in violation of laws, school district policies, and regulations and school or classroom rules. 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.

Acts of misconduct in any of the following categories will result in disciplinary, corrective and/or legal action against a student. Police assistance will be called for as needed in serious matters. Many acts listed are violations of state law and school district regulations. It is impossible to write a rule that fits every occasion and students are responsible for exercising sound judgment in

areas not defined by rules. **These infractions will be enforced as well as those not published to maintain the order and character of our school. The chart on the following pages provides a list of major areas that could result in disciplinary action. An explanation of each behavior is included along with a label or explanation of possible procedures for the behavior. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.**

## **VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

**Detention:** Detention period is a time to which the student is assigned outside the regular school day for any infractions of acceptable student behavior. Brown City Schools may have Saturday detention from 8:00 to 12:00 noon or after school detentions.

**Short-term suspension:** A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extra-curricular activities, are suspended.

**Long-term suspension:** A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extra-curricular activities, are suspended.

**Expulsion:** An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extra-curricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to the school, as permitted by state law.

**Staff Authority:** The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus, or other school related activity or event, whether or not it is held on school premises.

**School Activities:** A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activities regardless of location, during the suspension (including weekends and/or holidays).

**Maintaining school progress:** When appropriate, in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal

### **Factors to be Considered Before Suspending or Expelling a Student:**

Prior to suspending or expelling a student for any of the statutorily mandated reasons, except as noted below, the board shall consider the following factors:

- a. the student's age
- b. the student's disciplinary history
- c. whether the student has a disability
- d. the seriousness of the violation or behavior
- e. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f. whether restorative practices will be used to address the violation or behavior
- g. whether a lesser intervention would properly address the violation or behavior

The Board will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Principal will still consider the factors. Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence. In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

## **DISCIPLINARY ACTIONS SHORT OF SUSPENSION/EXPULSION**

Efforts shall be made by the staff to solve disciplinary problems within the school setting whenever possible. The following actions are suggestions for dealing with behavioral problems short of suspension/expulsion from school.

These suggested actions do not preclude the use of other methods or approaches which are reasonable and purposeful. Circumstances will dictate administrative action.

1. **Warning** - A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.

2. **Student Conference**- A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.

3. **Parent Conference**- A conference involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is upon enlisting the assistance of the parent(s). The student may also be involved in a parent conference.

4. **Referral to a Resource Agency or Person** - Referral to an in school (counselor, social worker) or out of school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavior problem. A referral should normally be made with the cooperation of the student and/or parent(s).

5. **Behavioral Plan and/or Behavioral Probation** - The principal or his/her assistant may place a student on behavioral probation with an administrator for a specific period of time during which critical examination and evaluation of the student's progress should take place. Behavioral probation will be initiated through the use of a Behavioral Probation Contract. The contract will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation, and the length of the probation period. Failure to fulfill the contract, or a further infraction of school rules during the period of probation, will result in the imposition of further disciplinary action as set forth in the terms of the contract. The administrator should notify the parent(s) whenever a student is placed on behavioral probation. Parents will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.

6. **Detention**- A student in violation of a school rule or policy may be required to spend a specific period of time after school, before school or during an unassigned class period at a specific location assigned by the principal or his/her designee representative. Such detention will be actively supervised by a staff member.

7. **Removal from Activities** - A student in violation of a school rule or policy may not be allowed to attend or participate in school sponsored activities.

8. **In School Suspension**- A student in violation of a school rule or policy may be required to spend a specific period of time during the school day at a location assigned by the principal or his/her designee representative. The duration of the suspension will be based on the nature of the infraction and in accordance with procedures outlined in the Student Code.

The principal or designee will determine whether a student is suspended in school or out of school.

NOTE: Principals are the final level of appeal for discipline short of out of school suspensions.

## **SUSPENSION/EXPULSION**

When other procedures fail to attain satisfactory behavioral changes, or where required by the nature of the problem (gross misdemeanor, inappropriate behavior, persistent disobedience), a student may be suspended/expelled from school. Such action may involve suspension for a period of ten (10) school days or less, a long term suspension, or expulsion.

Definition of Gross Misdemeanor

-Gross misdemeanor may be defined as conduct which: 1. Substantially interrupts or interferes with the orderly education of self and/or other students; or 2. Jeopardizes the physical and mental health and safety of staff and/or students; or 3. Represents willful disregard or disrespect for the constituted authority of the school; or 4. Willfully destroys and/or defaces school property; or 5. In the aggregate represents an unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion; or 6. Other illegal or seriously inappropriate behavior. NOTE: This list is neither all inclusive nor exhaustive

## **SCHOOL CODE VIOLATIONS WITH DESIGNATED PROCEDURES**

Violations: A list of behaviors constituting violation of school rules and regulations is given below with suggested disciplinary action. Please note that the following list is not all inclusive or exhaustive, and behaviors not listed may also result in disciplinary action. Also, depending on the seriousness of the violation, more severe discipline than that suggested may be imposed. Any individual who aids, assists, counsels, induces, encourages or persuades another to participate in any of the behaviors outlined below may be subject to the same penalties and/or consequences to which the person actually involved is subject.

## **DISCIPLINE PROCEDURES:**

- Before any suspensions/expulsions are determined, building administrators will review all factors according to Section 1310d Disciplinary Factors, MCL 380.1310d.

Note: Parent contact may not be appropriate if the student is 18 years of age or older.

**Procedure A** (May include any or all of the following interventions)

- Notify parents by phone, email, suspension slip and/or letter.
- Conference with administrator or representative and parties concerned (may be by telephone).

- Assignment to detention.
- At administrative discretion, suspension until conference/contact and/or suspension up to three (3) school days.

**Procedure B** (May include any or all of the following interventions)

- Notify parents by phone, email, suspension slip and/or letter.
- Referral to proper police authorities (if appropriate). A ticket may be issued at that time.
- Conference with administrator and parties concerned.
- Suspension for up to five (5) school days.

**Procedure C** (May include any or all of the following interventions)

- Follow written procedural memorandums, if appropriate, under the circumstance presented.
- Notify parents immediately by phone, email, suspension slip and/or letter.
- Referral to proper police authorities (if appropriate).
- A suspension of up to ten (10) school days (administrator discretion).
- A recommendation to Superintendent for expulsion, if appropriate.

**Procedure D** Expulsion: State law requires expulsion of 180 days for criminal arson, sexual assault, physical assault of an employee/contractor/volunteer of the district, and possession of a dangerous weapon.

**\*\*PRINCIPAL HAS THE AUTHORITY TO MODIFY ANY AND ALL PUNISHMENTS OF THE SCHOOL CODE\*\***

**1. ACADEMIC MISCONDUCT – Procedure (A)**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions, in addition to other discipline. Student may receive a Detention/Zero on assignment/test, possible failure of marking period and/or semester, depending on the number of times and severity of the conduct.

**2. ARSON (C)**

Arson is a felony and will subject the student to suspension/expulsion. A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750. To MCL 750.80). Possession of a lighter or matches is prohibited.

**3. AUTOMOBILES (A, 2+B)**

Students driving cars to school must park in the east or north parking lot. There will be NO student parking in the Auto Shop lot unless the student’s vehicle is previously scheduled to be worked on during that day. All cars should be locked after arriving in the morning. Student drivers should obey the following rules:

1. Driving from the school grounds during school hours is not permitted.
2. Speeding or careless driving on the school grounds and on street bordering the school is not permitted.
3. Students are not allowed in any vehicles during the day without authorization. Students may not enter the parking lot during the school hours unless permission is obtained from the office.
4. Automobiles will not leave the school grounds during the day except for the following situations (a student will not leave the school campus without permission from authorized school personnel):
  - A. Pre-arranged appointments; doctor appointment, dental appointment, court, etc.
  - B. Going home - Administrative approval required.
5. The School district retains the authority to make inspections of the parking lot at any time. Individual vehicles may be searched if there is reasonable cause or suspicion. A drug sniffing dog may be used to assist in any search.
6. The district is not responsible for items damaged, lost or stolen from vehicles.

Students driving privileges may be revoked for violation of this code of conduct.

**4. BATTERY/PHYSICAL ASSAULT (B-D)**

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violation. (MCL 380.1310[3][b], MCL 380.1311a [12][b]).

If a student enrolled in grade 6 or above commits a physical assault at school against another student then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5), \*MCL 380.1311a[1].

## 5. CELL PHONES/ELECTRONIC DEVICES

PERSONAL ELECTRONIC DEVICES: Audio equipment/beepers/cell phones/MP3 players, smart watches, photographic devices or other electronic devices shall not disrupt the educational process and are not to be used during class time without permission.

- First offense: teacher or staff member will provide a warning to student and contact the parent or guardian. The warning will be documented with staff and administration. All warnings will be communicated with staff to prevent repeat offenses in multiple classes.
- Second offense: teacher or staff member will ask the student to turn the device off and place it on the teacher's desk for the remainder of the class period and contact the parent or guardian.
- Third offense: student shall surrender the device to staff member. Student may retrieve the device via the Principal's office at the end of the school day. A detention may be issued.
- Fourth offense: student shall surrender the device to staff member. A parent must retrieve the device via the Principal's office. A suspension may be issued.
- Fifth offense and beyond: student shall surrender the device to staff member. A parent must retrieve the device via the Principal's office. A suspension may be issued and the student shall be required to leave the device in the principal's office at the beginning of each subsequent school day for the remainder of the school year, to be retrieved by the student at the end of the school day.

Any student who fails to comply and/or surrender the device to a staff member following a violation of this policy may receive a one (1) day suspension in addition to consequences listed above.

Students may use their electronic devices during the following times:

- Before or after school
- Between classes (Note: students must have their devices turned off and placed out of sight prior to their next class beginning. Visible devices may be assumed as being used and subject to the above consequences. Teachers may provide a location for students to safely place their device in the classroom.)
- During lunch (Note: students are not to electronically contact other students who are in class.)
- On school buses, unless otherwise directed by an adult in a position of authority
- At school-sponsored after-school activities, unless otherwise directed by an adult in a position of authority

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff have a "reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including ten (10) days suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at a school functions. Sexting is the electronic transmission of sexual messages or pictures. Such conduct is potentially dangerous for the involved students and could lead to criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing they may fail the test or exam, face possible suspension or expulsion, and fail the class depending on the severity of the incident.

It should also be understood that using an electronic device requires students to abide by all other district rules concerning appropriate use of technology. Furthermore, any use of an electronic device that violates district policy on bullying, harassment, or threats will result in additional disciplinary action as defined in this student code of conduct.

## 7. DESTRUCTION OR MISUSE OF SCHOOL PROPERTY (A-C)

Damage to, or loss of, school equipment and facilities wastes taxpayers' money and undermines the school program. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces, intentionally clogging the plumbing system, breaking fixtures, and damaging school equipment

to the point where repair is necessary are acts of destruction. 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 Conduct Code. Restitution may be included in discipline.

**8. DISORDERLY CONDUCT (A, 2<sup>nd</sup>+ B)**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

**9. DRESS CODE (A, 2<sup>nd</sup>+ B)**

Student dress affects student's behavior and educational attitudes. In order to have a good learning environment certain standards should be maintained. Students are expected to wear clothing which in the opinion of administration is appropriate, neat, clean, and not distracting to the learning process. Non-appropriate attire includes, but is not limited to:

- Hats
- Headwear
- Visors
- Midriff Shirts
- Sheer/Revealing Clothing
- Sunglasses
- Bandannas
- Halter Tops
- Holes in any clothing deemed inappropriate
- Skirt and /or shorts **more than 6 inches** from the middle of knee
- Clothing that promotes drugs, smoking, drinking, profanities, obscenities, and violence or illegal activities. (such as Coed Naked, Big Johnson T-Shirts)
- Pants must be **WORN AT PROPER WAIST HEIGHT** (NO SAGGING PANTS)
- No long chains draped on clothing on wallets, dog chains, spike collars, dog collars, wristbands, or jewelry that depicts weapons.
- Jackets and coats are not to be worn in class
- **The above rules can be amended by the administration as deemed necessary. The determination of what is appropriate vs. inappropriate is left to the administration.**

1<sup>st</sup> – Warning of notification to parents. Student is sent home to acquire proper attire and is expected to return to school within the hour

2<sup>nd</sup>-Detention

3<sup>rd</sup>- Suspension

**10. EXPLOSIVES (B-D)**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

**11. EXTORTION (A, 2<sup>nd</sup>+B)**

Obtaining money or other items of value by the use of threats or violence or without the consent of both parties involved. Restitution may be included in discipline.

**12. FALSE FIRE ALARMS/FALSE REPORTS/BOMB REPORT (B-D)**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. Unless an emergency, a student will not intentionally sound a fire alarm or cause a fire alarm to be activated, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school related event. This includes false 911 calls and discharge of fire extinguishers. These acts are prohibited, irrespective of the whereabouts of the student.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, or the school property, or school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee (MCL 380.1311a<2>)

**13. FORGERY (A, 2<sup>nd</sup>+B)**

Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, hall passes or other data used by the school.

**14. GAMBLING (A, 2<sup>nd</sup>+B)**

Playing games for money or property transfer

**15 GANG RELATED ACTIVITIES (A, 2<sup>nd</sup> +B)**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s education mission. Gang activity includes:

1. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
2. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
3. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
4. Recruiting student(s) for gangs.

**16 GROOMING (A)**

Habits or bodily condition detrimental to the school. Conditions under persistently neglected personal hygiene to the point where it disrupts the educational process.

**17 GROSS MISBEHAVIOR (A-B)**

Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.

**18 HARASSMENT/BULLYING/INTIMIDATION (A-D)**

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited. This includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. This policy applies to all “at school” activities in the District, and any school sponsored event. Bullying can be physical, verbal, psychological, or a combination of all three.

**The Michigan Department of Education defines Bullying** as conduct that meets all of the following criteria:

- Directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and,
- Based on a pupil's actual or perceived distinguishing characteristic (see below), or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying, as well as false reporting may result in suspension and/or expulsion from school.

\*Complete Board Policy Available Upon Request in the High School Office.

**19 HAZING (A-D)**

A student will not haze or conspire to engage in hazing of another. As used in this section, “hazing” includes any method initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace.

**20 IMPROPER CONDUCT IN THE LUNCHROOM (A)**

Improper conduct may result in loss of lunchroom privileges

**21 Inciting and/or contributing to the disruption of the total educational process. (A-C)**

**22 INDECENCY (A-B)**

Offending acts against commonly recognized standards of good taste (as interpreted by the building administration).

**23 LASER LIGHTS**

Laser lights and electronic devices that disrupt the educational process are not permitted. Use may result in confiscation.

- 24 **LEAVING CLASS WITHOUT PERMISSION (A, 2<sup>nd</sup>+ B-C)**  
A student will not leave the school building, classroom, assigned area, or campus without permission from authorized school personnel.
- 25 **LEAVING SCHOOL WITHOUT PERMISSION (A, 2<sup>nd</sup>+ B-C)**  
A student will not leave the school building, classroom, assigned area, or campus without permission for authorized school personnel.
- 26 **LIQUID (A, 2<sup>nd</sup>+ A-B)**  
Use of any liquid against another student on school property
- 27 **LOITERING (A, 2<sup>nd</sup>+ A-B)**  
A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.
- 28 **OBSCENITY (A, 2<sup>nd</sup>+ A-B)**  
Vulgar acts by pupils in written term, pictures, or caricatures in or on school property
- 29 **OFF-CAMPUS EVENTS**  
Students attending, sponsored by the school, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules will result in loss of eligibility to attend school sponsored off-campus events.
- 30 **PROFANE, INDECENT, OR IMMORAL LANGUAGE (A, 2<sup>nd</sup>+ A-B)**
- 31 **PUBLIC DISPLAY OF AFFECTIONS (A, 2<sup>nd</sup>+ A-B)**  
Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual nature. Public displays of affection are in poor taste for a school environment and will not be tolerated.
- 32 **REFUSING TO ACCEPT DISCIPLINE (A)**  
The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension.
- 33 **ROWDY BEHAVIOR (A, 2<sup>nd</sup>+ A-B)**  
Improper and unsafe traffic in hallways; running, pushing, sliding, disturbing classrooms, misuse of school property without damage, rowdy behavior, etc.
- 34 **SEXUAL ASSAULT (D)**  
A student will not sexually assault another person. If a student commits criminal sexual conduct in the school building, on school grounds or any other school property, the school board or its designee can expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5), \*MCL 380.1311[2]). "Criminal sexual conduct" means a violation as set forth in Chapter LXXXVI of the Michigan Penal Code (MCL 750.520b to MCL 750.520g).
- 35 **SKIPPING OR TRUANCY**  
Failure to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or parent/guardian.  
1st - Suspension 1 day, Phone call or letter sent to Parents  
2nd - Suspension 3 days, letter sent to Parents requesting a conference with them before the student is re-admitted to class.  
3rd - The student will be readmitted to class following the successful completion of a parent/administrative conference.
- 36 **SMOKING (A, 2+B)**  
Smoking in school, on school grounds, or at a school activity. An obvious display of a cigarette, tobacco, or tobacco product. This includes the possession or use of any tobacco free snuff/cigarettes, any nicotine-free, smokeless tobacco products, or vapor products. Vaping involves using an electronic nicotine delivery system (ENDS) like an electronic cigarette or other device. Public Act 18 prohibits a person from selling, giving or furnishing a vapor product to minors and bans minors from purchasing, possessing, or using vapor products.  
1st - 3 day suspension and/or referral to local law enforcement and/or attend Health Department Tobacco Free Class  
2nd - 6 day suspension and/or referral to local law enforcement and/or attend Health Department Tobacco Free Class  
3<sup>rd</sup> - 10 day suspension and/or referral to local law enforcement and/or attend Health Department Tobacco Free Class



- 37 **STEALING (A, 2+B)**  
Dishonestly acquiring the property of another, or others. Student may be required to pay for or return items.
- 38 **Striking or threatening school personnel and or their property, on or off campus with the intent or purpose of doing bodily harm. (B-D)**
- 39 **SUBSTANCES (B-C)**  
Possessing, using, transferring, or under the influence of any substance which produces abnormal behavior; at any school function or activity or on school grounds at any time. Possessing, using or transferring of alcoholic beverages, narcotics, or drugs which produce abnormal behavior. Drug related paraphernalia are prohibited. The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught the student could be suspended or expelled and law enforcement officials may be contacted.
- 40 **SUSPENSION**  
If a student is suspended he/she is not allowed to attend school events during his/her time of suspension or be on school property for any purpose. In the event that school is cancelled on the day of an issued suspension, the student will serve his/her suspension on the next day that school is in session for students.
- 41 **TECHNOLOGY ABUSE**  
A student will not violate the district’s “Technology Use Guidelines”.  
\*Complete Board Policy Available Upon Request in the High School Office.
- 42 **TRESPASSING**  
Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal.
- 43 **UNRULY CONDUCT/INSUBORDINATION (A, 2+ A-C)**  
A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a staff member, or running away from school staff when told to stop constitutes unruly conduct.
- 44 **VERBAL ASSAULT (A-C)**  
Intimidation or threatening of anyone on school property by verbal, written, or physical means.
- 45 **VERBAL ASSAULT AGAINST AN EMPLOYEE (A-D)**  
If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy at school against a person, employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for period of time as determined in the discretion of the school board or its designee (MCL 380.1311[2]).  
\*Complete Board Policy Available Upon Request in the High School Office.
- 46 **WEAPONS/DANGEROUS (C-D)**  
The interpretation of what a weapon is can include look-a-like weapons, b.b. guns, pistols, starter pistols, knives with a blade over three (3) inches in length, pocket knife opened by a mechanical device, dagger, dirk, stiletto, iron bar, brass knuckles, or other devices designed to or likely to inflict bodily harm, including, but not limited to explosive devices. Places where the school district has jurisdiction regarding possession of a weapon include to and from school, at extra-curricular activities, on school busses, and during other school related activities. No pocket knives allowed.  
Students need to understand that possession of a weapon can include passing the weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or book bag to hold for a friend. This is an extremely serious problem and the school district’s position is that it can lead to permanent exclusion from the educational setting.  
Use of an object as a weapon; any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause of civil action. This violation may subject a student to suspension/expulsion.  
State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL380.1311[2]).  
The Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

47 **WEAPONS/DANGEROUS INSTRUMENTS (A-D)**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that primarily used for self-protection. Dangerous instruments include, but are not limited to: Chemical Mace, pepper gas or like substances; stun guns, BB guns, pellet guns, razors, or box cutters.

48 **WEAPONS/USE OF LEGITIMATE TOOLS AS WEAPONS (A-D)**

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to pens, pencils, compasses, or combs, with the intent to harm another.

# ***SCHOOL STARTING TIMES & HOURS***

2019-2020

## **TRADITIONAL BELL SCHEDULE (M,T,TH, FRI)**

1 <sup>st</sup> Hour	8:10	to	9:00
2 <sup>nd</sup> Hour	9:05	to	9:55
3 <sup>rd</sup> Hour	10:00	to	10:50
First Lunch	10:50	to	11:20
4 <sup>th</sup> Hour	10:55	to	11:50
4 <sup>th</sup> Hour	11:25	to	12:20
Second Lunch	11:50	to	12:20
5 <sup>th</sup> Hour	12:25	to	1:15
6 <sup>th</sup> Hour	1:20	to	2:10
7 <sup>th</sup> Hour	2:15	to	3:05

\*Career Center Bus will leave the High School at 8:00am and arrive at CC at 8:25am

\*Career Center Bus will depart from CC at 10:25am and return to BCHS at 10:50am

## **SEMINAR BELL SCHEDULE (WED)**

1 <sup>st</sup> Hour	8:10	to	8:55
2 <sup>nd</sup> Hour	9:00	to	9:45
3 <sup>rd</sup> Hour	9:50	to	10:35
Seminar	10:35	to	11:10
First Lunch	11:10	to	11:40
4 <sup>th</sup> Hour	11:15	to	12:05
4 <sup>th</sup> Hour	11:45	to	12:35
Second Lunch	12:05	to	12:35
5 <sup>th</sup> Hour	12:40	to	1:25
6 <sup>th</sup> Hour	1:30	to	2:15
7 <sup>th</sup> Hour	2:20	to	3:05