

**BRONSON COMMUNITY SCHOOLS  
VISION STATEMENT**

**Dedication to Excellence - Preparation for Life**

**BRONSON COMMUNITY SCHOOLS  
MISSION STATEMENT**

**The Bronson Community School District holds high expectations for student achievement. In an environment of safety, mutual respect, and enthusiasm, we will work together with parents and the community to produce students who are responsible, appreciative of diversity, and academically and technologically competent. Bronson students will make successful transitions from home to school, school to school, and into adult responsibilities.**

**BRONSON JR/SR HIGH SCHOOL  
MISSION STATEMENT**

**We, the staff of Bronson Jr/Sr High School, accept the responsibility of teaching all students to be productive citizens in a complex society. We believe productive citizens achieve basic academic and social skills, act and think independently, and attain their individual potential.**

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## **Bronson Junior/Senior High School Student & Parent Handbook**

### **FORWARD**

This handbook has been prepared to provide you with information that will help answer questions about the basic policies in effect during your enrollment as a student at Bronson Jr/Sr High School. This handbook does not propose to answer all questions, nor cover all phases of school. It is hoped that the information contained herein will increase your knowledge and understanding of the ideals, traditions, studies and activities offered by the Board of Education and your school.

### **WELCOME BACK!**

It is with "Viking Pride" that we welcome you back to school for the 2018-2019 academic school year. Bronson Jr/Sr High School is a school of safety and excellence. The administration and staff are dedicated to providing a curriculum suited to the needs of all students, as well as a host of interesting and enjoyable co-curricular activities. As an active member of the Bronson Jr/Sr High School community, you will embark on a journey of life-long learning and individual growth, ready to meet the challenges, both societal and technological, of the future.

Please read this handbook carefully and share it with your parents. It will assist you in understanding the expectations we hold for all students at Bronson Junior/Senior High School as you develop into fine young adults who will bring pride to your family, school, and community. Best wishes for a fantastic school year! "Viking Pride – We Expect Success!"

**BOARD OF EDUCATION**

Deb Balowski  
Janet Byler  
Lorinda Ratkowski  
Mike Roberts  
Chuck Salek  
Dennis Sikorski  
Brian Eley

**CENTRAL OFFICE ADMINISTRATION**

Richard Hilderley  
Superintendent  
369-3257  
Rachelle Roby, Business Manager  
369-3241

**DISTRICT PHONE NUMBERS**

Transportation  
Doug Currier, Supervisor  
369-3260  
Robin Kiomento, Technology Support Technician  
369-3260  
Jack Hartung, Buildings & Grounds Supervisor  
369-3226  
Barb Yearling, Food Service Supervisor  
369-3349

**BRONSON JUNIOR/SENIOR HIGH SCHOOL  
GENERAL INFORMATION  
Daily Office Hours: 7:30 AM – 4:00 PM  
Office Phone Number: 369-3230  
Attendance Safe line: 369-3231- 24hour call in  
First Bell: 7:50 AM  
Address: 450 E. Grant Street  
Bronson, Michigan 49028**

**JUNIOR/SENIOR HIGH SCHOOL STAFF**

**Administration**

**(369-3230)**

Wesley W. McCrea, Principal  
Linda Weber, Secretary

**(369-3230)**

Jean LaClair, Assistant Principal  
Jean LaClair, Athletic Director  
Tiffany Fee, Secretary

**Guidance and Testing**

**(369-3230)**

Alanna Craft Denton  
Tiffany Fee, Secretary

**Attendance Clerks**

**(369-3231)**

Beth Schwartz  
Rosalie Currier

**Kitchen**

**(369-3349)**

Barb Yearling, Food Service Supervisor

Christy Butters  
Tammy Slisher  
Ashley Vickers  
Laurie Wonders

# BRONSON COMMUNITY SCHOOLS

## 2018-2019

| <u>Day</u> | <u>Date</u>   | <u>Description</u>   |
|------------|---------------|--|
| Thurs.     | August 16     | Anderson Open House 4:00-6:00<br>Ryan Open House 4:30-6:30<br>Jr/Sr High Open House 6:00-8:00        |
| Mon.       | August 20     | No School for Students –Teacher’s PD   |
| Tues.      | August 21     | First Day of School – Full Day for Students  |
| Fri.       | August 31     | No School for Students   |
| Mon.       | September 3   | No School for Students – Labor Day   |
| Wed.       | October 10    | P-T Conferences 5:30-7:30 p.m. School all day  |
| Thurs.     | October 11    | P-T Conferences 5:30-7:30 p.m. School all day  |
| Fri.       | October 12    | P-T Conferences 12:30-3:30 p.m.<br>Half day of school for students – (Hrs. 1-3 @ Jr/Sr HS)           |
| Mon.       | October 22    | No School for Students – Teacher’s PD  |
| Tues.      | November 6    | 10 <sup>th</sup> grade Visitation to BACC – No BACC – Students<br>must attend regular classes at BHS |
| Wed.       | November 21   | Half day of school for students – (Hrs. 4-6 @ Jr/Sr HS in AM)  |
| Thurs.     | November 22   | No School – Thanksgiving Vacation  |
| Fri.       | November 23   | No School – Thanksgiving Vacation  |
| Fri.       | December 7    | Half day of School for Students – Records Day in PM<br>(Hrs.1-3 @ Jr./Sr. HS) – End Term 1           |
| Mon.       | December 10   | Begin Term 2   |
| Fri.       | December 21   | Full day of School   |
| Mon.       | December 24   | Starts Winter Break  |
| Mon.       | January 7     | Students return from break – Full day  |
| Mon.       | January 21    | No School for Students – Teacher’s Prof. Develop.  |
| Fri.       | February 15   | Half day of school for students – Mid Winter Break<br>(Hrs. 4-6 @ Jr./Sr. HS in AM)                  |
| Mon.       | February 18   | No School for Students – Teacher’s Prof. Develop.  |
| Thurs.     | * February 28 | P-T Conferences 5:30-7:30 p.m. School all day  |
| Fri.       | * March 1     | Half day of school for students – (Hrs. 1-3@ Jr/Sr HS)<br>P-T Conferences 12:30-3:30 p.m.            |
| Mon.       | April 1       | Starts Spring Break  |
| Mon.       | April 8       | Students return from Spring Break – Full day   |
| Fri.       | April 19      | No School – Good Friday  |
| Mon.       | April 29      | Half day of school for students – (Hrs 4-6 @ JSHS in AM)<br>JSHS Records Day in PM- End Term 2       |
| Tues.      | April 30      | Begin May Term @ HS  |
| Thurs.     | May 23        | Commencement -7 p.m. BHS   |
| Mon.       | May 27        | No School – Memorial Day   |
| Fri.       | May 31        | Half day - Last Day for Students /Teachers<br>(Hrs. 1-3 @ Jr./Sr. HS) K-5 Records Day                |

\*\*PD – Professional Development

\*Early elementary may schedule later.

Parents: Though this calendar may be subject to change please keep it as a reference for the entire school year.  
Excessive “Act of God” days will be made up at the end of the year.

Approved by Board on 5/7/2018

R:\calendars\school calendars\2018-19.doc

## ACADEMICS

### BRONSON JUNIOR/SENIOR HIGH SCHOOL TEACHER/STUDENT EXPECTATIONS

#### TEACHERS CAN EXPECT STUDENTS TO:

1. Show respect to teachers, peers, the building, and materials/equipment.
2. Come to class prepared to learn with a textbook, your School Agenda Planner, paper/notebook, pencil or pen, and completed assignments.
3. Be on time and demonstrate a cooperative attitude.
4. Demonstrate a willingness to learn what we want them to learn by being attentive, following directions, and participating in class.
5. Demonstrate a sincere effort to do all assigned work on time and to the best of their abilities - always striving for quality.
6. Demonstrate appropriate school behavior by obeying school rules, allowing others to learn, and exercising self-control.
7. Be responsible for informing parents of their academic progress.
8. Demonstrate pride and loyalty toward the school.

#### STUDENTS CAN EXPECT TEACHERS TO:

1. Provide quality instruction using organized, prepared lessons, relevant to the career, college and post secondary world of tomorrow.
2. Clearly state learning expectations and inform students of how they will be evaluated through a written course syllabus.
3. View students as individuals and assist them when they need help.
4. Be fair, respect students, and reinforce students in a positive way.
5. Be a responsible role model.
6. Demonstrate a genuine concern for the welfare of all students.
7. Provide a safe, well-managed, and productive classroom.
8. Demonstrate pride and loyalty toward the school.

#### ACADEMIC ACHIEVEMENT AND HONOR ROLL CRITERIA

The primary purpose of attending school is academic achievement. Therefore, Honor Rolls have been established and revised to recognize

those students who achieve above general expectations. Computational formulas are used for figuring students' grade point averages

(GPA's) and are based on a 4 point scale that figures in plus and minus grades. The point break down used in the formula is as follows

|           |           |
|-----------|-----------|
| A = 4.00  | C = 2.00  |
| A- = 3.67 | C- = 1.67 |
| B+ = 3.33 | D+ = 1.33 |
| B = 3.00  | D = 1.00  |
| B- = 2.67 | D- = 0.67 |
| C+ = 2.33 |           |

Term One and Two marking period Honor Rolls will be designated as follows:

**Honor Roll** - minimum 3.25 GPA

**High Honors**- minimum 3.500 GPA

**All A's** - 4.000 GPA

#### Senior Scholar and Senior Recognition:

Senior Scholars are based on the computation below. The top two students with the highest calculation will be the valedictorian and salutatorian.

$(\text{GPA} \times 250) + (\text{ACT Composite Score} \times 27.778)$  or  $(\text{GPA} \times 250) + (\text{Total SAT Verbal} + \text{Total SAT Math} \times .625)$ . A perfect score is 2000 (1000 for each half of the formula). A senior scholar is anyone with a total score of 1650 or above. Senior Scholars will be determined at the end of Term 1 of the Senior Year. All other academic awards will be determined at the end of Term 2. Final GPA standings will be determined at the end of the final term of the senior year.



**Senior's cumulative GPA's will be recognized** at their Commencement ceremony as Graduating With:  
 3.25 to 3.49 GPA (**white cord**).  
 3.5-3.79 GPA (**purple cord**)  
 3.8 GPA and above (**gold cord**)  
 Senior Scholars – **Scholar Medal**

Honor graduates will be presented with honor cords at Senior Recognition/Scholarship Night to wear with their gowns at Commencement. Senior Scholars will be presented with medals. These distinctions are for students with full schedules contributing toward their GPA in graded classes and who have attended BHS for at least one academic school year carrying a full schedule.

**ACADEMIC RECOGNITION** – Academic Letters and medals are awarded to students who have attained a 3.5gpa for two consecutive terms.

1<sup>st</sup> year = Academic Letter; 2<sup>nd</sup> year =Bronze Medal; 3<sup>rd</sup> year= Silver Medal; 4<sup>th</sup> year= Gold medal. Medals are awarded at the Spring Awards Program.

**COLLEGE INFORMATION**

Trade and technical schools, colleges and universities, and the armed services visit Bronson Junior/Senior High School each year. Students

should attend these seminars related to their interests to assist them with career planning. Applications, brochures, and costs of the programs are often available at these seminars or from the counselors.

Seniors may visit trade and technical schools, colleges, and universities up to two (2) times per year, if prior arrangements are made through the counseling office. These days will be considered school-related absences if a college visit slip is turned in before the visit AND verification from the visit is turned into the attendance office after the visit.

**CURRICULUM OFFERINGS**

Information regarding course offerings, career pathways, scheduling, graduation requirements, required subjects, dual enrollment, scholarships, and testing (ACT, SAT, M-Step, NWEA and others) is available in the Counseling/Guidance Office. **It is the responsibility of all senior high students to check with their counselor during the school year to verify their academic program and to see if graduation requirements are being met.**

Any questions or concerns by students or parents should be handled as soon as possible by scheduling an appointment with a counselor in person or calling **(517) 369-3230**.

**EDUCATIONAL DEVELOPMENT PLANS (EDP'S) & PORTFOLIOS**

All students will begin exploring and formulating career decisions in anticipation of their four year high school curriculum and post-secondary training in their respective career pathway. Assistance will be provided and on-going through course work, occupational research, career exploration and career prep computer software, testing data, school-to-work and job shadowing experiences, plus counselor, advisor, and faculty input. Each student will create an EDP, which will be revised and updated periodically, as a means of planning, setting, and working toward career goals. Students will develop various components of their EDP.

**GRADUATION REQUIREMENTS**

**Required Subjects:**

| Credits | Subject Area          | Description   | Personal Curriculum   |
|---------|-----------------------|---|---|
| 4       | English Language Arts | • Aligned with subject area content expectations developed by the Department and approved by the State Board of Education                 | √ No modification   |
| 4       | Mathematics           | • Algebra 1<br>• Geometry<br>• Algebra 2<br>• 1 additional math or math-related credit<br>• Math or math-related credit in the final year | <b>All students:</b><br>To qualify for a PC math modification, students must have completed:<br>✓ MMC math credit requirements (Geometry and Algebra I or equivalent) and would like a modification to complete Algebra II over two years with credit given for each year OR<br>✓ 2.5 MMC math credit requirements (Geometry, Algebra I and .5 credit of Algebra II or equivalent) and have a minimum of 4 credits including math in their final year<br>To graduate, students must complete: |

|     |                                  |  |  |
|-----|----------------------------------|--|--|
|     |                                  |  | ✓ A minimum of 4 math or math-related credits up through an equivalent of .5 of Algebra II and math in their final year<br>Additional modifications may be available for students with disabilities        |
| 3   | Science                          | <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry or Physics</li> <li>• 1 additional Science credit</li> </ul>                               | ✓ No modification  |
| 3   | Social Studies                   | <ul style="list-style-type: none"> <li>• .5 Civics</li> <li>• .5 Economics</li> <li>• US History and Geography</li> <li>• World History and Geography</li> </ul> | ✓ No modification of Civics<br>✓ 2 credits must be earned<br>✓ Modified only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages |
| 0.5 | Health                           | Credit guidelines developed by the Michigan Department of Education  | ✓ Modification only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages  |
| 0.5 | Physical Education               | Credit guidelines developed by the Michigan Department of Education  | <b>Student may choose one modification:</b><br>✓ Modification only if student takes additional credit(s) beyond the required credits English Language Arts, Math, Science, or World Languages              |
| 1   | Visual, Performing, Applied Arts | Credit guidelines developed by the Michigan Department of Education  | ✓ Modification only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages  |
| 2   | World Languages                  | <ul style="list-style-type: none"> <li>• Credits earned in grades 9-12</li> <li>OR</li> <li>• An equivalent learning experience in grades K-12</li> </ul>        | ✓ No modification except for students with disabilities  |
| 1   | Online Learning Experience       | Online course or learning experience<br>OR<br>Online experience is incorporated into each of the required credits  | ✓ No modification except for students with disabilities  |

**MIVU (on-line) Courses- A contract will be signed by the student and parent at time of enrollment. Failure of the course or withdrawal after the deadline will result in the student being charged for the class.**

**Dual Enrollment** – At Bronson schools we allow students who qualify, to take advantage of dual enrollment. However, the final decision for students taking dual enrolled courses is held by the principal. Dual enrollment allows students to take courses in college and also receive graduation credit. The classes are housed in Room 109 at the Jr/Sr high school. The tuition for these courses is paid by Bronson schools and students assume some costs such as laboratory materials, technology fees, and books. The student will also pay the cost of the tuition back to Bronson Community Schools should they fail the class.

Along with meeting the requirements of the Michigan Merit Curriculum as stated in the above table, all students must earn the following credits totals to qualify for graduation:

Class of 2016 and beyond – 26 of 30 credits

### STANDARDS BASED GRADING

Bronson Jr/Sr High School participates in standards based grading in all classes that are for high school credit. Each department has selected multiple tier one standards for each course taught at Bronson Jr/Sr High. In order to receive credit, students must show mastery of all standards associated with a class. Students who fail to show mastery will either repeat the course or participate in May Term credit recovery.

**Completing Graduation Requirements:** A senior who has not completed graduation requirements at time of graduation must do so by the end of Term 1 of the following school year in order to claim the diploma of his/her actual graduation year.

### HOMWORK

Homework is an integral part of any class. Students should study and review all class materials/lessons on a regular basis regardless of specific homework assignments. Some textbook(s) should be taken home almost nightly for study and/or review. Homework will be assigned when it serves the following needs of the student:

1. Provides additional practice in essential skills
2. Provides further learning in areas covered in class.

3. Affords an opportunity to increase self-direction and responsibility.
4. Enriches school experiences and exposes students to other resources.
5. Assists students in learning to budget and utilize time wisely.

Parents should check the School Agenda homework planner regularly to see that homework, assignments and projects are done correctly, completely, neatly and handed in on time. Teacher comments may also be included periodically. Parents are encouraged to contact the teachers at school any time they have a concern with their student's academic progress. Planning your work and scheduling time for homework has a positive effect on an individual's progress in class.

### **PERSONAL CURRICULUM**

The new Michigan Merit Curriculum (MMC) is implemented with the intent to assure a quality education for all Michigan public high school students. An education closely linked with a student's career path may require adjustments or accommodations to the general curriculum. The Michigan Department of Education has provided schools guidelines for implementing the Personal Curriculum legislation. If you believe your student's circumstances match the criteria to benefit from a Personal Curriculum (PC), please contact your student's counselor for further information.

To learn more about the Michigan Merit Curriculum and the Personal Curriculum, please visit:

***Personal Curriculum Parent and Educator Guide***

[http://www.michigan.gov/documents/mde/PC\\_Guide\\_Final\\_5\\_12\\_09\\_277958\\_7.pdf](http://www.michigan.gov/documents/mde/PC_Guide_Final_5_12_09_277958_7.pdf)

### **PROMOTION POLICY**

For Junior High School students, every core class (math, science, language arts, and social studies) is worth 2 points per semester upon passing. All other classes are worth 1 point per semester upon passing. Ten points are possible each semester, and 20 points per year. Students with fewer than 16 points may be considered for retention. A team consisting of the grade-level Core Team, H.S. Principal, Asst. Principal and Guidance Counselor will consider a variety of data, including a Light's Retention Scale, standardized achievement data, attendance and behavior data, and both planned and implemented interventions, before making a determination for retention. Parents will be notified of a recommendation for retention by July 1<sup>st</sup> prior to the upcoming school year.

Senior High students receive a maximum of ½-credit for each 75-Day-Term course passed and a maximum of ¼-credit for each May Term course passed. Students must demonstrate mastery of content, according to department guidelines, in order to earn credit in a course. Partial credit may be given for a course, regardless of the grade earned, based on departmental End-of-Course Mastery Guidelines. Students may 'recover' any credit lost during a class through a variety of means.

### **SCHOLARSHIPS**

Many scholarships are available to students interested in obtaining financial assistance. Information may be obtained from the Guidance Office regarding types of grants/loans/scholarships, amounts, qualifications and application deadlines. It is the student's responsibility to type, complete, copy, and submit all materials by the established deadline!

### **TESTING-OUT POLICY**

Testing out policies are determined by each individual department. Please contact department heads for further details.

### **ATTENDANCE AND TARDY POLICY & PROCEDURES**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance. It will be the policy of the school to drop from the rolls a student who has been absent ten (10) consecutive days for a reason that cannot be determined by school authorities. To provide maximum flexibility for students and staff, the following expectations, policies and procedures have been adopted:

## **ATTENDANCE EXPECTATIONS**

1. Students are expected to attend school regularly and punctually to maintain high academic achievement. Teachers will notify students at the beginning of the semester that attendance/participation may be an objective criteria used in part to figure marking period and/or semester grades.
2. After a student has been absent, it is his/her responsibility to get assignments from his/her respective teacher. This should be done before or after school, or during Academic Center. One day for each day of absence will be allowed for make-up work. Class work for all truancy absences will be made up and the work shall receive one half (50%) the credit usually granted.
3. Parents may request a prearranged absence by calling the Attendance Clerk at (517) 369-3231 at least one day before the absence will occur. This is especially true for medical/dental appointments. An early lead-time also allows for missed assignments to be secured and completed upon the student's return to class. Doctor and dentist/orthodontist appointments should be scheduled around the school day, or on days of no school, if at all possible. A note from the doctor/dentist should be brought in upon the student's return to school.
4. Students are not permitted to participate in or attend after school extracurricular activities or athletics the day of an absence (one class or more) unless it is prearranged.
5. Parents may be contacted on any day their student is absent to verify the absence if no parental contact has been made with the school.
6. If a student is at school or on school property during the school day, he or she is expected to be in the appropriate class.
7. Students are reminded that leaving school during the day involves following the sign out procedure with parental and office/attendance clerk approval.
8. Upon arrival to school, once the student enters the building, they must obtain parent permission in order to leave.
- 9.

## **ATTENDANCE POLICY**

All absences will be recorded as Contacted (parent phone call/note, medical/court note) or Not Contacted (no parent phone call or note). Failure to report an absence by telephone or provide a note on the day the student returns to school will result in the absence being recorded as Not Contacted and the absences may be considered as truancy (skipping) with other possible consequences (see below). Definition of absences: Every absence from a class period will count as one absence for that particular class.

## **EXCESSIVE ABSENCES FROM SCHOOL**

Any student absent from school for 10 days or more at any point during the school year is required to present a **current** medical excuse for each absence thereafter for the remainder of the school year. A student who fails to do so will be considered truant. Truancies may result in various detentions, ISR and/or OSS. Excessive truancies may result in suspension, expulsion, **and inability to take Credit Recovery classes in May.**

1. **Failure to report an absence** by telephone or provide a note on the day the student returns to school will result in the absence being recorded as Truant.
2. **Major Medical** - It is understood that some students have "major medical" problems and knowingly, may not realistically meet these attendance expectations. However, they must meet the following conditions:
  - A. The student must present a doctor's written excuse stating the type of disability and the dates of exception. The disability is subject to review by the administration whenever necessary.
  - B. The perpetual/chronic illness or disability must be stated at the beginning of the school year or at the onset of the occurrence if during the year.
  - C. During the absences, class assignments are actively sought and completed to the best of the student's ability.
3. **Ineligible for Credit Recovery – Any students missing 25 (+) days total without Medical excuses or School Related absences are not eligible for Credit Recovery classes during May term and will be assigned Academic Enrichment sessions during this time. Note: Days served in ISR, and OSS will count toward the 25(+) day total.**

## **ATTENDANCE PROCEDURES**

1. **Notification of the Attendance Clerk**
  - A. Written notes, in lieu of the preferred phone calls, may be brought in by the student and submitted to the Attendance Clerk upon returning to school from an absence (this includes medical documentation.). **All medical notes must be current and turned in within 24 hours of returning to school.**
  - B. If students become ill during the day and need to call home to get parent permission to leave, they should report to the Attendance Clerk and follow sign-out procedures.
2. **Questions concerning attendance should be:**
  - A. Directed to the Attendance Clerk (369-3231) or the Assistant Principal (369-3230).

## **SIGN-OUT/SIGN-IN PROCEDURE**

Students who leave school before the established dismissal time must sign-out with the Attendance Clerk. Signing-out will only be allowed when school personnel are aware of the sign-out and parental/guardian permission is

granted (either by prearranged notice or by a call made by the attendance office to the parent/guardian at the time of the sign-out request). Students arriving or returning to school after the beginning of the school day must sign-in with the Attendance Clerk before attending classes.

**TARDINESS** - BHS uses the Tardiness Program called "**Start on Time.**" This program is conducted by the Administration, Dean, teachers, and paraprofessionals.

Start on Time is a comprehensive research based tardiness program that encompasses positive behavioral support that encourages timeliness. It is a team based approach to reducing tardiness and will ultimately increase student to teacher contact time.

Along with regular attendance, punctuality is a virtue desired by business and industry, therefore, the school has the same expectations. Tardiness is defined as arriving to class after the time the class is scheduled to begin (usually signified by the tardy bell) and within the first fifteen (15) minutes of class. After 15 minutes, the student is marked absent but is still expected to attend and participate in class. Arriving after the 15 minute mark and then leaving class early without teacher permission will be counted as truancy in addition to an absence. Students arriving to class late with a pass from their previous teacher will not be counted tardy. Students entering class late should do so quietly as a courtesy to the teacher and students already engaged in the day's lesson.

Consequences for each tardy are as follows:

First Tardy – Warning/Conference with teacher or administrator

Second Tardy - Write an acceptable/approved letter home

Third Tardy –One ½ hour lunch detention

Fourth Tardy - Two lunch detentions

Fifth Tardy - 1 week of lunch detention

Sixth Tardy -½ day of ISR.

### **TRUANCY**

1. Truancy (skipping classes). A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both. Consequences for truanancies will be handled on a yearly basis as follows: Excessive truanancies may result in various detentions, ISR/OSS and/or expulsion.
2. Any student who has reached the status of truancy due to absences will not be allowed to attend/participate in extracurricular activities such as: homecoming, dances, athletic events, concerts, etc. Open Campus Rights will also be taken away.
3. **Furthermore, Bronson Jr/Sr High School does not sanction any type of "skip day."** All absences related to, or associated with a "skip day" will be classified as Not Contacted and the above truancy consequences will apply. Also, if a significant number of students are absent from school as part of a "skip day," additional days may be added on to the end of the school year for all students in the grade level(s). Any and all exceptions to the Attendance Policy/Procedures are to be handled administratively and on an individual basis.

### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases:

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). **Infested children are prohibited from riding the bus to school to be checked for head lice.**

## **CONCUSSIONS**

**Board Policy states:** To provide for the safety of student athletes, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective. M.C.L. 333.9155-333.9156

### **Administrative Guidelines Regarding Concussions and Athletic Activities 5340.01** **Prior to Participation**

Before a youth athlete may participate in an athletic activity sponsored by or operated under the auspices of the District, all of the following must occur:

1. All coaches, employees, volunteers, and other adults who are involved with the participation of youth athletes in the athletic activity must have completed the concussion awareness training program as developed and made available by the state Department of Community Health (DCH).
2. Each youth athlete who participates in an athletic activity and a parent or guardian of the youth athlete must be provided educational materials on the risks of concussions, as developed by the DCH.
3. A signed receipt for the materials described in B. above must be obtained from the youth athlete and a parent/guardian.

The signed receipts shall be maintained in a permanent file for as long as the youth athlete continues to participate in athletic activities sponsored by or operated under the auspices of the District or until s/he turns 18. The materials and receipt requirement will not be necessary for participation in additional athletic activities. Redistribution and a new signed receipt will only be required if the DCH issues updated materials with new risks associated with concussions or if the DCH requires more frequent distribution. These signed receipts shall be made available, upon request, to the DCH.

### **During Participation**

Each coach or other adult employed by, volunteering for, or otherwise acting on behalf of the District shall:

1. Immediately remove from physical participation in an athletic activity a youth athlete who is suspected of sustaining a concussion during the athletic activity.
2. Not allow a youth athlete who has been removed from physical participation in an athletic activity for suspected concussion to return to physical activity until s/he has been evaluated by an appropriate health professional and received written clearance authorizing the physical participation in the athletic activity.

The District shall maintain the written clearances in a permanent file for the duration of that youth athlete's participation in athletic activity sponsored by or operated under the auspices of the District or until s/he turns eighteen (18). The written clearances shall be made available, upon request, to the DCH.

These protocols do not apply to programs or events sponsored by or operated under the auspices of the District where the primary focus is not participation in an organized athletic game or competition, but such participation is only incidental to the primary focus of the program or event.

### **Definitions:**

1. "*Appropriate health professional*" means a health professional who is licensed or otherwise authorized to engage in a health profession under state law and whose scope of practice within that health profession includes the recognition, treatment, and management of concussions.
2. "*Athletic activity*" means a program or event, including practice and competition, during which youth athletes participate or practice to participate in an organized athletic game or competition against another team, club, entity, or individual. Athletic activity includes participation in physical education classes that are part of a school curriculum.
3. "*Concussion*" means a type of traumatic brain injury as recognized by the Centers for Disease Control and Prevention. A concussion injury, including, but not limited to, feeling dazed, disoriented, or confused, and may or may not involve a loss of consciousness. A concussion may be caused by any type of accident or injury including, but not limited to, the following:
  - i. a fall
  - ii. a blow, bump, or jolt to the head or body
  - iii. the shaking or spinning of the head or body
  - iv. the acceleration and deceleration of the head
4. "*Youth athlete*" means an individual who participates in an athletic activity and who is under eighteen (18) years of age.

M.C.L. 333.9155-9156

## GENERAL POLICIES AND PROCEDURES

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **BEFORE SCHOOL**

Students are allowed in the building beginning at 7:30 AM. The building will open sooner if there is inclement weather. However, students are to remain inside the cafeteria until 7:30 AM. After arrival, they cannot leave without parent permission.

### **AFTER SCHOOL**

No students are allowed in the academic hallways after 3:15 PM.

### **ATHLETIC PROGRAM**

1. BJH/HS provides a comprehensive interscholastic athletic program for both male and female student-athletes. Athletic opportunities are available in football, basketball, cheerleading, wrestling, volleyball and track for students in grades 7-12, plus cross country, golf, tennis, baseball and softball for senior high students.
2. A student must attend BJSHS full time to participate in athletic/extra-curricular activities and events ie dances, etc. BCS has an agreement with St. Mary's School of Bronson and the MHSAA to participate in the athletic program at BJSHS.
3. Athletic Guidelines (training rules) are given to each student for both their signature and parent signature and must be on file in the athletic office before practice/competition. These can also be seen on our website. Copies of Physical Cards/Emergency Medical Forms are available in the office. These forms must be completed, signed and returned to the office before students may participate in interscholastic athletics. Questions and concerns on athletic related matters can be answered by the Athletic Director (369-3238).

### **BACKPACKS/Purses/Duffel Bags/Handbags**

Backpacks for students are allowed for transporting books and supplies **to and from** school. Backpacks, purses, duffel bags, and handbags are **not allowed in the classrooms** and should be carried in the hallways only upon arrival and departure from school.

### **BUS RULES**

#### **Student Conduct on School Buses**

Conduct of students riding school buses will be regulated and acceptable discipline maintained. The driver is in complete charge of his/her bus at all times. When a discipline problem arises on a bus, the bus driver will write a conduct report on the student violator. The bus conduct report will be submitted to the transportation supervisor. Finally, to assist with bus safety, audio and video surveillance can and will be utilized.

**All students who ride the bus home are expected to board the shuttle bus at the south side of the high school by 3:05. Numerous behavioral issues have occurred from students walking to the shuttle at Anderson school and this has become a major safety issue. Please understand that our primary goal each day is safety.**

#### **RULES FOR SAFE CONDUCT TO BE FOLLOWED BY ALL STUDENTS (K-12) ON THE SCHOOL BUSES**

1. Students must be at the bus stop before the bus arrives and wait for the bus off the road a distance of at least 10 feet and shall conduct themselves in an orderly manner. The bus shall come to a complete stop before students move toward it.
2. Students must not rush the bus, or walk or run between them when they are loading or unloading.
3. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.
4. Keep the aisle clear! Don't block it with books, musical instruments, lunch pails, feet, legs, or anything.
5. Head, hands, and feet shall be kept inside the bus at all times.
6. Normal conversation is permissible except when the bus stops for railroad crossings, red lights, and stop signs. At these times there shall be no talking.

7. Throwing any article inside the bus or at any bus is strictly prohibited.
8. Students will not cause excessive noise or rowdy conduct on the bus.
9. Lighting of matches, smoking or fire of any kind on the bus is strictly prohibited.
10. No small animals, (dead or alive) are allowed on the bus.
11. No glass containers or re-sealable bottles are allowed on the bus.
12. No balloons of any kind are allowed on the bus.
13. Students will not use profane or foul language at any time.
14. Passengers shall not deface or damage the bus. Anyone guilty of such acts will pay the cost of repair.
15. Passengers will not open the emergency door except for emergencies when instructed by the bus driver to do so.
16. Students who must cross the road after being discharged from the bus must cross in front of the stopped school bus.
17. Students shall not go to their mailbox until the bus has left the stop and has turned off the flashing red lights.
18. Students will be discharged from the bus only at their designated stop unless a note signed and dated by their parents is given to the driver when boarding the bus.
19. Only students and authorized personnel are permitted to ride any school bus at any time unless prearranged
20. Athletic footwear equipped with cleats or spikes is not allowed on the bus.

Students may be suspended from riding the school bus for engaging in misconduct. For questions regarding school transportation issues, contact the transportation supervisor.

### **CARE OF SCHOOL PROPERTY**

Bronson Jr/Sr High School is a well-maintained building. As a student, you should take the very best care of it at all times. Be a good citizen - take PRIDE in your school and dispose of litter properly. Discourage anyone from damaging or defacing school property, even to the extent of reporting thefts or vandalism to a staff person. This is the duty of any responsible citizen. The school buildings, grounds, and facilities belong to you, your parents and the community. Take care of them, improve them any way you can, and see to it that others do likewise.

### **CLASS/CLUB OFFICERS**

Class Officers are elected each year to provide leadership for various clubs and grade level classes and to assist the sponsors in carrying out class/club responsibilities. It is an honor to be chosen as an officer, but being one involves much hard work and responsibilities. Each member must have an Administrative Guidelines for Participation in interscholastic Athletics & Co-Curricular Activities completed and on file.

### **CLASS/CLUB OFFICE DESCRIPTIONS/EXPECTATIONS**

#### **GENERAL DUTIES expected of ALL officers.**

1. A genuine desire to be part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with all class/club members in meeting their leadership, personal and class/club goals.
4. A commitment to lead by example in school and all facets of society.
5. Officers must fulfill responsibilities that relate directly to each office.

#### **PRESIDENT**

1. Preside over meetings according to accepted rules.
2. Appoint committees and serve on them as ex-officio, non-voting members.
3. Coordinate the activities of the class/club.
4. Represent the class/club in public relations and official functions.

#### **VICE PRESIDENT**

1. Assume all duties of the president if necessary.
2. Serve as an ex-officio, non-voting member of committees.
3. Coordinate all committee work.
4. Work closely with the president and advisor to assess progress toward meeting class/club goals.
5. Establish and maintain a class/club resource file.

#### **SECRETARY**

1. Prepare and post the agenda for each class/club meeting.
2. Prepare and present the minutes of each class/club meeting.
3. Place all committee reports in designated file with the advisor.
4. Be responsible for class/club correspondence.
5. Maintain class/club attendance and activity records.

#### **TREASURER**

1. Receive, record and deposit class/club funds and issue receipts.
2. Present monthly treasurer reports at class/club meetings.
3. Collect dues and special assessments.
4. Maintain a neat and accurate record account book on file in the office.
5. Serve as chairperson of the fundraising committee.



### **IF STUDENT FAILS TO MEET EXPECTATIONS:**

1. **1<sup>st</sup> Warning:** Student will be warned in writing and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.
2. **2<sup>nd</sup> Warning:** Student is no longer eligible and will be removed from office.

### **APPEAL PROCESS:**

Student will be able to appeal after one calendar year following the removal from office.

### **CLUBS & ORGANIZATIONS**

Students at Bronson are strongly encouraged to participate in the various co-curricular activities throughout the year. Junior High activities include Band, Choir, Student Council, dances and Activity Nights. Senior High students have a wider range of activities that enhance the regular academic programs and make for a rewarding and fulfilling secondary experience. Specific information on each group is available through its advisors and officers. Also, listen to the morning announcements for meeting times and locations. These activities include:

**Band** - (marching & concert) performs at games, concerts, & festivals

**Choir** - aCappella choir (by audition) and concert choir performances

**NHS** - Staff selection based on high academics, character & service

**Quiz Bowl** - knowledge competition against other schools

**SADD/MAD** - promotes seatbelt use, plus safe, non-alcoholic driving, making good decisions/choices.

**Student Council** - provides for student leadership and student input

**Thespians** - promote the theatre as a fine art, perform in school plays

**Youth in Government** - students learn the workings of our state government in Lansing.

All recognized clubs and organizations at Bronson Jr/Sr High Schools must adhere to the following guidelines:

1. Groups must have an approved sponsor from the faculty of Bronson Jr/Sr High School.
2. Groups must have bylaws that are strictly enforced. These bylaws are to be updated and approved by administration on an annual basis.
3. Groups must have officers as defined in **CLASS/CLUB OFFICE DESCRIPTIONS/EXPECTATIONS** above. Each group must minimally have a president (or temporary designee) and a treasurer (or temporary designee) at all times. In the event that an officer resigns or is removed, a replacement officer must be elected or appointed within 20 school days.
4. Groups must hold membership meetings at least once per month.

### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e., publication/performance is limited to students, staff and parents/family members) except with the prior written approval of the building principal.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student publications/productions.

Advertisement submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor for a determination that they are appropriate for juveniles. The Superintendent retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

### **General Prohibitions**

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

1. fail to identify the student or organization responsible for the publication/performance;
2. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

### **COMMUNICATION DEVICES/ELECTRONIC DEVICES**

Electronic device usage during class time is at the teacher's discretion. Students may use electronic devices in the lunch room during lunch if the devices are used in a non-disruptive manner, are not audible to others, and not in a manner that would be disrespectful to or violate the privacy of others. Students may use their phones in the hallways between class periods, but all cell phone use must end **prior** to entering the classroom. Students may lose this privilege if the phone use is creating a disruption or safety concern to the school environment or interfering with the student getting to class in a timely manner. All other cell phone/electronic device usage without permission is prohibited between 7:50 and 3:00 and must not interfere with or distract from the classroom learning environment in any way. **Electronic devices are NOT allowed in locker rooms. Any student using their device in such a manner as to record or take pictures in a locker room shall be subject to disciplinary actions.**

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### **5136 - WIRELESS COMMUNICATION DEVICES**

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra-curricular activities), and at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and concealed and secured in hall lockers (but not locker room lockers) or vehicles, or stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs in locker rooms, classrooms, and bathrooms is prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous

violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy **5771** – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

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#### **COMPUTER/INTERNET ACCESS AND USE CODE**

The school's Technology Acceptable Use Policy must be signed by the student and parent before a student will be given a login. See the Student Network and Internet Acceptable Use and Safety Agreement located on our website. (Each student has one currently on file signed by both parent and student) Below is an approved set of consequences for inappropriate use of technology

1. **Use of chat room** (unless part of a course curriculum), instant messengers, visiting non-academic sites, large downloads or executables in home directory.
  - **Consequences:** 1<sup>st</sup> violation – 20 days off Internet + Group I Violation  
2<sup>nd</sup> violation – Rest of year off Internet + Group I violation
2. **Access Violation** – Using someone else's user ID (both parties are aware)
  - **Consequences:** 1<sup>st</sup> violation – 20 days off Network + Group II violation  
2<sup>nd</sup> violation – Rest of year off Network + Group II violation
3. **Illegal Internet/Network Use**/visiting Pornographic sites, Hacking, or using someone else's ID without their knowledge.
  - **Consequences:** 1<sup>st</sup> violation – 60 days off Network + Group III violation  
2<sup>nd</sup> violation–Rest of year off Network + Group III violation
4. **Destruction of Technology Equipment** – Knowingly and willfully destruction of any type of technology equipment by a student will result in the student having to reimburse the district for the equipment.

**Violations that occur after beginning of second semester will carry-over to following year.**

#### **DANCE REGULATIONS**

1. All dances, unless approved otherwise by the administration, are to be for Bronson students only. One guest, who must be registered in the office the week prior to the dance, will be allowed to attend per approval of the administration. Bronson students are responsible for the actions and behavior of their guest. Students with outstanding financial or disciplinary obligations will not be permitted to attend Sno- Ball or Junior-Senior Prom.
  - a. Any guest at a dance must be under the age of 21. Guests must produce proof of age upon request of an administrator or designee.
  - b. Dance arrangements must be planned at least one (1) week in advance. This includes completing the necessary building request form, the naming of advisors and chaperones, and notifying the Bronson police.
2. A class or organization's faculty advisor(s) are to be in attendance at the function sponsored by their group. (This applies to all class functions and activities.)
3. Parent chaperones (over 25 years of age) are required and encouraged to assist the advisors. These chaperones must be pre-approved by the principal.
4. Junior High dances will be limited to two and one half (2 1/2) hours, and the closing time of all Junior High dances will be no later than 9:30 PM. Parents should be advised of the dance ending time or rides

prearranged so students do not linger after a dance and the facilities can be secured. Once students arrive on school property, they are expected to enter the dance and must stay in the building until the dance is over; they will not be allowed to leave and re-enter. Students will only be permitted to leave early if a parent/guardian reports to a chaperone that they are taking their student(s) with them.

5. Senior High dances will have a closing time of 11:30 PM except for those of special occasions such as Homecoming, Sno-Ball or the Junior-Senior Prom, which will end at 12:00 midnight. Students are not to leave and re-enter the dance or linger in the parking lot/school grounds. Transportation arrangements for the conclusion of the dance should be prearranged so that the facilities can be secured promptly.
6. Junior High students are not permitted at Senior High dances, and conversely, Senior High students are not permitted at Junior High dances.
7. As a sanctioned school activity, regardless of location, regular school rules and expectations of appropriate student behavior exist at all dances. This especially includes displays of affection, and the use and/or possession of drugs, alcohol or tobacco. Violators will be dismissed from the dance, parents contacted and further disciplinary consequences will result for violation of the disciplinary code.
8. Sponsoring organizations are expected to cooperate in helping to clean the dance area of equipment used and to put the area back into a usable condition.
9. The aim and objective for having school dances is to provide an opportunity for young people to learn the values of enjoying social experiences in a healthful atmosphere. If at any time the atmosphere is determined not to be healthful, the dance will be terminated.

#### **DISCLAIMER ON FOREIGN TRAVEL**

The Bronson Community Schools are pleased to assist students in becoming acquainted with the opportunities offered by foreign exchange programs. The staff is willing to cooperate with these organizations by providing information, meeting space, and such for students. It is important to note, however, that no part of the planning, organizing, or travel is sponsored by neither the school district nor any of its employees while on duty. The Bronson Community Schools will not assume any responsibility for activities of such organizations.

#### **DISTRIBUTION/POSTING/SALE OF MATERIALS ON CAMPUS**

Any materials (posters, notices, signs, fliers, etc.) to be distributed and/or posted on school property must be approved through the Principal or designee before distribution or posting can occur. The time and place of the distribution shall be established by the Principal. Those doing the distribution and/or posting are responsible for cleaning up. No materials are to be sold on school grounds without approval of the Principal. Selling is usually limited to school sponsored groups (see Fund Raising).

#### **DRESS CODE**

1. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. The following guidelines will assist parents and students in understanding what Bronson Jr/Sr High School's expectations are regarding appropriate dress for school and school-sponsored activities:
2. **Shorts, skirts, and dresses** are required to extend to at least the mid-thigh as measured to the end of the fingertips with arms fully extended down on the sides. Lack of student adherence to these guidelines will result in restrictions on the wearing of shorts!
3. **The following will not be permitted:** tank tops, muscle shirts, mesh shirts, halter tops, backless dress wear (including spaghetti strap-type dresses), any exposed garment usually worn as underclothing, chains of any type (wallet or otherwise), hats or other headgear (such as **hoods** or bandannas), sunglasses, clothing which advertises, depicts, or supports alcohol, tobacco, drugs, sexual activity, violence, profanity or obscene activities, and gang-related symbols, colors, clothing, and emblems.
4. **Shirts, blouses, and tops must cover the stomach/midriff, cleavage and shoulders.** Pants, jeans, or shorts are to be worn appropriately secured at the waist and may not drag on the floor. **Leggings must be worn with school appropriate length shorts or with an over shirt extending to the mid-thigh.**
5. **The bottoms of feet must be covered with a commercially manufactured sole** for safety and health regulations. Bedroom slippers are not permitted. Coats normally worn as outerwear are not to be worn during class per Health Department suggestions, unless temporary low temperature conditions warrant with teacher or administrator approval.

These limitations do not necessarily apply to administration approved BHS sport-specific athletic apparel. Parents are asked to assist the school by monitoring student dress before students leave for school each day.

Adults exercise the right to direct a student inappropriately dressed to an administrator or counselor. The teacher, counselor, or administrator may require the student to change into appropriate clothing.

#### **DRIVER'S EDUCATION**

Driver Education is not provided by the school. Private companies are available and advertise through the daily bulletin and local newspapers.

#### **ELIGIBILITY FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

1. **ATTENDANCE** - A student must be in attendance the entire school day to be eligible to participate (practice or play in athletics), or attend any extra-curricular activity that day, unless the absence has been properly

prearranged as outlined in the aforementioned Attendance Policy, or otherwise permitted by the Athletic Director or Principal. Failure of the student and parent to properly prearrange an absence with the Attendance Clerk or an administrator will result in the student not being permitted to neither participate nor attend activities that day.

2. **ACADEMICS** - Eligibility for students in grades 7-12 who participate in athletics, plays, or certain organizations is determined by a weekly academic eligibility check with the teachers. Students with grades of "D" or "E" will be noted on the lists. Generally, students are permitted one (1) "E" grade for one week. Students carrying two (2) or more "E" grades, or an "E" grade in the same class for two (2) or more consecutive weeks, will be considered academically ineligible until all grades are passing ("D" or better). This check is usually made on Tuesday morning and determines academic eligibility for the entire next week's (Tuesday through Monday) activities, until the next eligibility check is made. This is usually the end of the next week, but in the case of vacation periods (Christmas, spring, etc.), it may be longer. Complete BHS and MHSAA academic eligibility requirements are outlined in the Athletic Guidelines available in the office.
3. **BEHAVIOR** - Students with behavior problems that result in after school detention are expected to fulfill this obligation before attending any extra-curricular activity. Students with severe behavior problems that result in ISR or OSS will also be excluded from participating or attending after school activities until 7:45 am the first regular school day following the suspension. Exceptions may be considered by administration for suspensions proceeding winter or spring break.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)/STUDENT DIRECTORY INFORMATION**

The Bronson School District, in compliance with FERPA, publishes this notice that explains what student information may be released, without prior consent from individual parents. The directory of information includes a student's name, address, phone number, date of birth, major field of study or grade, participation in school activities, dates of school attendance, honors and awards, and other general information usually found in yearbooks. This notice is to inform students and parents of expected practices on the part of the school. Anyone having objections to their individual information being released may submit a written objection, sent to Mr. Rick Hilderley, Superintendent of Schools, 501 E. Chicago Street, Bronson, MI 49028.

### **FIRE DRILLS**

Fire drills will be held at frequent intervals throughout the year. Instruction in drill procedures will be given at the beginning of each semester and is posted in all rooms. Procedures will vary from room to room, and students should be familiar with each one. During fire drills, students should conduct themselves so that the building may be evacuated as rapidly (usually under a minute) and safely as possible.

### **FUND RAISING**

All fund raising projects must be approved by the sponsor(s) and the Assistant Principal at least four (4) weeks prior to the start of the activity. Only Bronson Jr/Sr HS and BACC related fund raising activities or sales will be permitted at school. Any student who elects to get involved in fund raising activities must recognize they are responsible for all materials taken for sale and the monies collected (see Student Obligations). Student lockers should not be used to store large amounts of product or money. The Junior High's annual magazine sale typically runs for several weeks in early September.

### **GLASS CONTAINERS & BOTTLES**

Glass containers and bottles are not permitted in the building, on school busses, or on school grounds. They present a health and safety problem and violators of this request will face disciplinary action. Re-sealable bottles, cans or other beverage containers will only be allowed in the cafeteria during the lunch/breakfast period. They are not allowed in the hallway, lockers, classrooms, gym, and on the busses. **Only clear water bottles will be allowed in the hallways and lockers, and in classrooms with teacher permission.**

### **GUIDANCE & COUNSELING**

The counselor in the Guidance Office is available for counseling students with academic, scholastic, vocational, career, medical, social and/or personal problems. All contacts of a personal nature will be held in strict confidence unless student discloses harm to self, others or abuse. Contact the guidance office at 517-369-3238 for more information.

### **HALLWAY PROCEDURES**

1. Teachers and administration control hallway privileges and may deny requests to leave.
2. Students in the hallways during class time must have a valid written pass.
3. There will be no running or horseplay in the halls at any time.
4. The bell only announces the end of a period-teachers dismiss students.

### **HEALTH CLINIC**

The CHC Viking Connect Tele-Health clinic gives your child an opportunity to be seen by a licensed healthcare provider without having to leave the school. Vaccinations are also available. Hours of Operation are Monday –

Thursday 8:00 – 3:00 and Friday 8AM-Noon. For a full explanation and Enrollment/Consent forms, please visit us on the web at [www.bronsonschools.org](http://www.bronsonschools.org) and click on Jr/Sr High School tab.

### **HOMEBOUND AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time, because of a medical condition, *may* be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact the Assistant Principal.

### **LIBRARY/MEDIA CENTER**

All materials are to be checked out with the librarian before they are taken from the library. Students who do not follow these procedures or abide by expectations will be disciplined and lose their library privileges.

### **LOCKERS**

#### **LOCKERS ARE SCHOOL PROPERTY:**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

1. **LEGITIMATE USE OF SCHOOL LOCKERS:**

2. The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

3. **SEARCH OF LOCKER CONTENTS:**

4. Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

5. **CANINE TEAMS**

6. The Board authorizes the use of canines, trained in detecting the presence of drugs and other illegal contraband. This means of detection shall be used only to determine the presence of drugs and other illegal contraband in locker areas and other places on school grounds where such substances could be concealed. Canine teams will not be used to search students unless either a warrant or parental permission has been obtained prior to the search.

7. **SEIZURE:**

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such 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 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. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker. {The Revised School Code, 380.1306, 2000 PA 87 (Locker Searches)}

### **LOST AND FOUND**

A lost and found area is located in the attendance office. If a student finds something that does not belong to him or her, it should be turned in to the office secretary or a teacher. Failure to turn in lost items may result in immediate disciplinary action.

### **LUNCH - BREAKFAST PROGRAM**

The school lunch program offers two meal opportunities - breakfast prior to school, which is free to all students, and lunch. The program offers both Type-A and a-la-carte lunches. Students may pay for their lunches weekly on Monday mornings or pay for their meal selections daily in the kitchen. Free and reduced lunches are confidentially available to those who qualify. Please contact the kitchen office at 369-3227 for more information or any questions regarding the food service program.

## **LUNCH PERIOD / GYM RULES**

By school board policy, the 6th through 10th grades operate under a closed campus: students may not leave the building or school ground unless picked up by a parent with office acknowledgment.

Junior High students will follow a split lunch activity period schedule consisting of cafeteria and gym time. Students must follow the posted lunch procedures and are not allowed in the hallways without permission. Consequences for not following procedures include lunch detention, parent conference, and loss of other privileges.

Also, by current Board policy, the 11th and 12th grades operate under an open campus for lunch: students may leave school grounds. This privilege will continue as long as students treat it with respect and observe the following rules:

1. Students must avoid being on the grounds of the elementary schools.
2. Local merchants' requests regarding conduct, loitering, and driving must be obeyed and respected.
3. Non-students are not allowed on school property at any time without administrative permission (City of Bronson Ordinance #99).
4. Local ordinances and state laws must be followed at all times. Violators risk school disciplinary action (including loss of open campus privileges) and civil action. These especially include staying out of the cemetery and not loitering on the grounds adjacent to the cemetery, littering, or walking in the road.
5. Student driving complaints and tardiness of students to afternoon classes will be of prime concern and may also.

A determination may be made to eliminate open campus privileges if problems arise. Generally during lunch period, all students are to eat their lunch in the cafeteria only. No food or drink (including open pop) is allowed outside the cafeteria. Students are expected to bus and clean their own tables, push in their chairs, dispose of waste products properly, cooperate with school recycling programs, and stack their trays neatly in the kitchen window. Following eating, students may make a decision as to where to spend the remainder of their lunch period. They may 1) remain seated in the cafeteria, 2) go to the gym (if available). Students may not enter academic hallways or go east of the double doors except to use the restroom or go to the office prior to the end of the lunch period.

Juniors/Seniors returning to the building at lunch time may use the north doors by the office or the west doors by the art room (these doors will be locked again after lunch). BACC students leaving by bus at lunch time are to use only the south doors by the concession stand. Loitering in the student parking lot or on school grounds is prohibited.

All BHS Student Conduct Expectations, Rules and Consequences are in effect during the lunch period. Additionally, students should meet the following expectations:

1. Be cooperative and respectful to all adult supervisors.
2. No food or drink is allowed in the gym or outside of the cafeteria.
3. Clean tennis shoes only (non-marking soles) must be worn in the gym.
4. Students are not to be in the gym without supervision.
5. Loud talking, yelling or horseplay will not be tolerated.

## **MEDICATION IN SCHOOL**

### **Prescription Medications**

When it is necessary for a student to take prescription medication during school hours, the medication must be kept in the school office and administered by school personnel. **Students and/or parents must supply all medication.**

The responsibility of following dosage timing and taking medication is the duty of the student. Whenever possible, school personnel will make all efforts to remind children to take medication at the designated intervals. All medication must be in its original container. Written instructions signed by the parent/guardian acknowledging that the instructions are in compliance with the physician's directions, or the actual directions from the physician may be required. The instructions must minimally include:

1. Student's name
2. Name of Medication
3. Purpose of Medication
4. Dosage
5. Possible side effects
6. Termination date of usage

### **Self Management of Prescription Medication** (such as inhalers, epipens and insulin)

As with any medication administered at school, a Medication Form must be completed and signed by the parent for the child who has developed competencies in self-medication administration. Self-managed administration of medications must be evaluated individually by office personnel in charge of medication. All medication must be in its original container. Controlled substances must be administered in the office by school personnel.

### **Self-Administration of Over-the-Counter Medications** (such as Tylenol, aspirin, ibuprofen, or cough/cold medication) **MUST BE PROVIDED BY THE STUDENT OR PARENT!**

Students who are in the sixth grade and above that have developed the competency and are learning self-care behavior may be allowed to manage their own non-prescription, over the counter medication. No controlled substances will be self-managed by students. When students or guardians choose to allow students to self-administer non-prescription over the counter medication they must notify the school by completing the Medication Form and sign in the appropriate space.



## **NOTICE OF NONDISCRIMINATION POLICY**

The Bronson Community Schools Board of Education complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Bronson Community Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status and handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives financial assistance from the United States Department of Education.

Any questions concerning Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, and/or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of gender should be addressed to:

Office of the Principal  
Bronson Jr/Sr High School  
450 E. Grant Street  
Bronson, MI 49028

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be addressed to:

Jean LaClair  
Assistant Principal  
Bronson Jr/Sr High School  
450 E. Grant St.  
Bronson, MI 49028

Information on the policy of the Board of Education concerning grievance procedures for the above acts may be obtained by contacting the respective individuals listed above.

## **PLANNERS**

All students will be issued **one** Agenda PLANNER (**with handbook included**) at the beginning of the school year.

## **SCHOOL CLOSINGS & DELAYS**

Occasionally, due to inclement weather, it is necessary to close school for the day or delay its opening. In the event school is called off or delayed, the School Messenger System will call the home or alternative number (if given) on days where school is delayed, closed, or for other valuable information. If you feel that a number is being reached in error, please notify the office.

The following radio and television stations will also be advised:

|                     |   |
|---------------------|---|
| WTVB - Coldwater    | 1590 AM or WNWN 98.5 FM                   |
| WMSH - Sturgis      | 99.3 FM/WTHD 105.5 FM                     |
| WLKI - Angola       | 100.3 FM                                  |
| WKFR - Battle Creek | 103.3 FM or WRKR 107.7 FM or WKMI 1360 AM |
| WKZO - Kalamazoo    | 590 AM                                    |
| WWMT - Kalamazoo    | Ch. 3 and WILX Ch. 10                     |

## **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

### **School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student or parent. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

#### **1. Students**

School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones & vehicles) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner

that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

**2. Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**SEXUAL OFFENDERS:** Students who are convicted of criminal conduct which requires their listing on the State's Sexual Offender Registry, shall be prohibited from participating in:

1. all extracurricular activities;
2. all in-school activities which deal with younger students, such as tutoring, classroom assistance, coaching, etc.;
3. after school social activities, such as attendance at school-sponsored clubs, dances, athletic events, musical or theatrical performances, or outside clubs or activities, which meet on school property such as Girl or Boy Scouts, non-school athletics or religious/political groups;
4. activities as designated in writing by the student's school principal.

Any exceptions to the above exclusions must be approved by the Superintendent.

Any exceptions must be confirmed in writing by the authorizing individual, and must specifically state any requirements for participation, such as parental or adult supervision. The writing shall be provided to the parent, student, principal and Superintendent. Exceptions may be revoked at any time, with cause.

The school principal may also adjust the student's classes and schedule to provide for adequate supervision and student safety during the school day.

Additional restrictions on in-school activity and student contacts may be implemented by the building's principal, with approval from the Superintendent. Such restrictions shall be based on student/school safety and/or maintaining an appropriate educational environment. Restrictions will be in writing and provided to the student, parents/guardian and those staff with a need to know.

Such students shall only be on school premises as necessary for normal instructional purposes, or as permitted under any exceptions granted by the District. Students shall not arrive earlier than necessary and shall leave promptly upon completion of their approved attendance.

Students who have been convicted of a crime shall be reviewed by the District administration for possible limitation of school related activities consistent with the nature of the crime and the interest of the District in maintaining school safety.

M.C.L.A. 28.721 et al.

**STUDENT CARE OF PROPERTY**

**5513 - CARE OF PROPERTY** The following guidelines shall be followed to ensure proper implementation of Board of Education policy.

**A. Furniture and Equipment**

Students shall operate school equipment only when authorized by the principal or supervising staff member and only if the student has been properly trained in both the operating and safety procedures associated with the equipment.

**B. Personal Property**

From time-to-time students and teachers use personal equipment to enrich the educational program. It is the teacher's responsibility to inform his/her principal so that arrangements can be made for safekeeping such property. The District is not responsible and cannot obtain insurance to cover such property. All such equipment shall be inspected to ensure its safety for classroom use.

**C. Textbooks**

1. Teachers shall keep a written account of all textbooks issued to students. The accounting shall include the following:
  - a. name and number of book
  - b. condition

c. student's name

when textbooks are returned at the end of the school year, they shall be checked against the record.

2. In the case of the students being graduated, **no student may participate in graduation activities until all obligations are met.**

Parents and adult students shall be liable for any damages to or loss of school property caused by the student

**STUDENT DRIVING/PARKING LOT** Operating a motor vehicle on school grounds and parking in the student lot is a privilege that must be maintained throughout the school year, once granted. The school reserves the right to restrict driving or parking privileges due to violations or requests beyond lot capacity. The following expectations exist for **all** students wishing to drive to school:

1. All student vehicles must park in the west parking lot only and display a current BHS sticker. **Students are not to drive through the staff parking lot. Violators may have driving rights revoked.**
2. All students desiring to drive to school and/or BACC must have their parents meet with the school administration to complete and sign the proper driving registration form(s) with the school, plus keep current information on file in the office
3. Reckless driving, speeding, squealing tires, transporting other students to the BACC, improper parking, and similar unsafe acts will result in loss of driving/parking privileges up to 1 year, plus possible legal action.
4. Vehicles must be parked properly within the lines. At no time may students just sit in their vehicle in the parking lot.
5. Non-students and their vehicles are not allowed on campus or in the parking lots without administrative permission (City Ordinance #99).
6. BACC students may be allowed to drive to the BACC or OJT. The proper forms must be completed and signed by a parent at the parental meeting with the administration and returned to the high school office prior to this privilege being granted. Students who do not practice safe and acceptable driving, or transport others, will lose this privilege. All other BACC students must ride the BHS bus provided to BACC.
7. Administration will conduct random checks of the parking lot. Violations may include any number of disciplinary penalties including stickers on windows.

#### **STUDENT INSURANCE**

Student insurance is optional to all students and covers injuries as outlined in specific policies. The insurance application form is available on our website at [www.bronsonschools.org](http://www.bronsonschools.org). **All athletes must have student insurance in order to participate in athletics.**

#### **STUDENT OBLIGATIONS**

##### **6152 - STUDENT FEES, FINES, AND SUPPLIES**

##### **Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the building secretary within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Manager to take the student and/or his/her parents to Small Claims Court for collection.

Only students who have satisfied their obligations - financial, academic, or otherwise to the Bronson schools, may be considered to have completed the school year and report cards or other progress reports be issued.

#### **SUBSTITUTE TEACHERS**

Periodically, the regular classroom teacher may not be in attendance. At those times, the school will hire a substitute teacher to teach and supervise the class's activities. This teacher is a guest in our building and should be accorded all the respect and courtesies that the regular classroom teacher receives. The substitute may have different expectations and the students should be prepared to meet this change in their daily routine. Generally, the assignments and activities the substitute presents to the class are those given to him or her by your regular teacher. In the event a student is uncooperative for a substitute, the teacher will notify the parent and may take disciplinary action resulting in detention(s).

#### **TELEPHONE**

Students will not be allowed to use the office telephones except for an extreme emergency. Telephones throughout the school are for staff and school business only.

## **TEXTBOOKS & SOFTWARE**

These resources are expensive items provided by the taxpayers for your educational benefit. Treat them with care and respect. Write your name in your textbook only as instructed by the teacher and let them know immediately if there is a problem such as torn pages. You are responsible for the numbered textbook issued to you for the duration of the course. Don't use your book to store folded papers or other items - this breaks the binding. Keep books neat in your locker. **If you lose or damage a book or software, expect to pay for it.**

## **TORNADO DRILLS**

Action on the part of students moving during a tornado drill is somewhat different than that of a fire drill. Specific instructions will be given at the beginning of each semester and they are also posted in each room. Following these instructions is important. Please cooperate with the classroom teacher by moving to the designated hallways or areas quickly and quietly without talking.

## **VISITORS**

Parents are invited and encouraged to visit the school. **All** visitors must report to the office and state their business to the secretary. The secretary will then make the arrangements for the individual to complete their business.

*Student visitors are not allowed at the school during regular school hours.*

**VOLUNTEERS** – All volunteers must have the appropriate "Volunteer Forms" filled out and on file in the administration office before beginning any type of volunteer program. **Individuals wishing to become volunteers will be subject to background checks.**

## **WORK PERMITS**

A work permit is required for employed students under 18 years of age and may be obtained in the high school office. Students working in Indiana must contact a high school in Indiana for the appropriate work permit.

## **STUDENT CODE OF CONDUCT & DISCIPLINE** **INTRODUCTION TO STUDENT CODE OF CONDUCT**

Bronson Community Schools and Bronson Jr/Sr High School are dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

### **When and Where the Code of STUDENT Conduct Applies:**

The Code of Student Conduct applies before, during, and after school:

1. When a student is at school.  
"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
2. When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
3. When a student is using school telecommunications networks, accounts, or other district services.

### **STUDENT RIGHTS AND RESPONSIBILITIES:**

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.

### **A person who believes s/he has a valid basis for a complaint against their personal rights may:**

1. Discuss the matter informally with the assistant principal/dean of students. Assistant principal will then investigate the complaint, document the findings, and respond to the complaint.

2. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps.

**Step 1. Investigation by Principal.** a person may initiate a formal investigation by filling in written complaint. The complaint must contain the name of the individual or representative filling the complaint, be signed by the complainant or someone authorized to sign for the complainant and describe the alleged action in sufficient detail to inform the principal of the nature and date of the alleged violation, and propose a resolution. As part of the investigation, the principal shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be complete within thirty calendar days of written complaint filed. The Principal will notify the complainant in writing of his/her decision and will maintain the districts files and records relating to the complaint.

**Step 2. If the complainant is not satisfied with Step 1 decision,** s/he may submit, in writing a signed statement of appeal to the Superintendent of Schools within ten calendar days after receipt of the Principal's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within fourteen calendar days of receiving the written appeal.

**Step 3. If the complainant remains unsatisfied,** s/he may appeal through a signed written statement to the Board of Education, submitted to the Superintendent, within ten calendar days of his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the complaint the Board shall meet with the concerned parties and their representative at its next regular scheduled meeting after the Superintendent's receipt of the appeal noticed. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten calendar days of this meeting.

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

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

A teacher may issue suspensions for up to one day from their class. The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions. (See Suspension of a Student by a Teacher, page 17.)

#### **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 extracurricular 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 extracurricular 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 extracurricular 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 school, as permitted by state law.

### **LEVELS I, II, AND III VIOLATIONS**

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

#### **LEVEL I VIOLATIONS:**

##### **1. Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. These consequences cover all classes for the entire school year and are cumulative from one course to another. Discipline under this section will result in academic sanctions in addition to other discipline:

- **First Offense** - Student will be required to redo the assignment and parent contact will be made by the teacher. A 50% reduction in credit for the assignment will be issued.

- **Second Offense** - Parent contact will be made by the administration and 0% credit will be earned for the assignment. Administration has discretion to issue additional sanctions.
  - **Third and Subsequent Offenses** - Parent contact will be made by the administration and 0% credit will be earned for the assignment. Administration has discretion to issue additional sanctions up to and including forfeiture of all semester credit for the class in which the cheating/academic misconduct occurred.
2. **Defacement of Property**  
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 are acts of defacement.
  3. **Disorderly Conduct**  
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.
  4. **Inappropriate Displays of Affection**  
Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.
  5. **Insubordination/Unruly Conduct/Failure to comply with a reasonable request**  
A student will not ignore or refuse to comply with directions, requests 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 school staff member, or running away from school staff when told to stop constitutes unruly conduct.
  6. **Leaving School Without Permission**  
A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
  7. **Negligent or Improper Operation of a Motor Vehicle**  
A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.
  8. **Possession of Inappropriate Personal Property**  
A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.
  9. **Profanity and/or Obscenity Toward Students**  
A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.
  10. **Sexual Harassment (Level I)**  
A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.
  11. **Tardiness – Please see rules under Attendance Procedures**
  12. **Technology Abuse**  
A student will not violate the district's "Technology Use Guidelines"
  13. **Tobacco/E-Cigarettes**  
Use and possession are both forbidden. Possession of tobacco or tobacco products is defined as products on one's person whether lighted or not, exhalation of smoke or the obvious evidence of tobacco use or possession and/or the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. Students found smoking or in possession of tobacco products on or off school grounds will be subject to discipline. Additional tobacco offenses during the same school year will result in more progressive discipline. Possession of lighters is also forbidden and lighters will be confiscated.
  14. **Trespassing**  
A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
  15. **Truancy – Please see rules under Attendance Procedures**

**SCHOOL RESPONSES TO LEVEL I VIOLATIONS:**

School administrators and staff may use appropriate intervention strategies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict

resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before and/or after-school detention;
- Denial of participation in class and/or school activities;
- In-school Restriction;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

### **LEVEL II VIOLATIONS:**

**Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.**

#### **1. Bullying/Harassment/Intimidation**

"Bullying, cyber-bullying, harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

#### **2. Destruction of Property**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

#### **3. Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

#### **4. False Identification**

A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

#### **5. Fighting**

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

#### **6. Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

#### **7. Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

#### **8. Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

#### **9. Gang Activity**

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.

##### **1. Gang activity includes:**

- 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.

- 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.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

#### **10. Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

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

#### **11. Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

#### **12. Loitering**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

#### **13. Profanity and/or Obscenity Toward Staff**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

#### **14. Sexual Harassment (Level II)**

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

#### **15. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

#### **16. Threat/Coercion**

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

### **SCHOOL RESPONSES TO LEVEL II VIOLATIONS:**

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.
- Recommendation to the school district board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

### **LEVEL III VIOLATIONS:**

**Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.**

#### **1. Alcohol and Drugs**

A student will not possess, use, offer to buy or sell, or purport to buy or sell, or be under the influence of a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

**First Offense:** The student is subject to a minimum of 20 days OSS and the student may be put up for expulsion.

**Second Offense:** The student is suspended for 30 days and put up for expulsion.



**2. Arson (Starting a Fire)**

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 750.71 to MCL 750.80).

**3. Extortion**

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

**4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, 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. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a 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 in the discretion of the school board, or its designee. (MCL 380.1311a [2]).

**5. Felony**

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

**6. Fireworks**

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

**7. Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

**8. Physical Assault**

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event, 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 or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a [1]).

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

**9. Robbery**

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

**10. Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any 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]).

"Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

**11. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

**12. Verbal Assault Against an Employee**

Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

The Board shall permanently expel a student in grade 6 or above if the student commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. (MCL 380.1311a [2]).

**13. Weapons: Dangerous Instruments**

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 is 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.

#### 14. Weapons: Dangerous Weapons

**5772 – WEAPONS** - The District prohibits students, staff and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG [5771](#), Search and Seizure, or contacting the local law enforcement for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the obtaining possession of the weapon.

20 U.S.C. 7151 © Neola 2002

A "firearm," as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term "firearm" does not include an antique firearm (18 U.S.C. § 921).

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). (MCL 380.1311[2]).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

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

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

### **15. Weapons: Use of Legitimate Tools as Weapons**

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 RESPONSES TO LEVEL III VIOLATIONS:**

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above;
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion; [NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.]
- Placement in an alternative education program or transfer to another building;
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

#### **DISCIPLINE MEASURES**

**Detention** - Time spent after regular school hours, usually from 3:00-3:30 PM.

1. Parents will be notified of all detentions by referral form or phone.
2. Students serving detention shall be prepared with books, paper, pencil, etc. to engage in school related study. Students may also be assigned to do school related tasks.
3. Detention assignments will provide at least 24 hours notice and be at the prerogative of the assignor. After school jobs, athletic practices, driver's education, meetings, etc. are not valid reasons to miss detention.
4. If a student cannot stay for a detention because of a family/home situation, the parent must notify the school office prior to the detention time.
5. If a student fails to appear for detention, parents will be called that day. The student will be placed on in-school restriction the next day, plus make-up their missed detention time.
6. Walking students and bus students will be treated alike. Transportation arrangements are the responsibility of the student and parent(s).
7. Teacher assigned detentions will be held in an appropriate location as determined by the teacher, for any student in grades 6-12.

**In-School Restriction or ISR** – assigned by Assistant Principal/Principal/Dean of Students

1. Parents of students placed on ISR will be notified, preferably by phone.
2. Plans for positive behavior may be made using a Behavior Improvement Contract.

3. ISR students must adhere to the ISR room rules: No socialization with other students, one restroom break per 1/2 day with supervisor's permission only, further discipline problems will result in additional ISR or suspension out-of-school.
4. Students will be provided with class assignments, expected to complete them satisfactorily and hand in those completed assignments to the ISR supervisor prior to being dismissed from ISR at the end of their time. This also includes maintaining a clean area and obeying the supervisor.
5. Full credit will be given students for all work completed during time spent in ISR.
6. Students placed on ISR for more than one period may not participate in extra-curricular activities on that day unless authorized by administration.
1. Students placed on OSS are to be separated from all school activities, including extra-curricular events. They are not to be on the school grounds during OSS, nor are they entitled to use school transportation.
2. Tests and homework missed during OSS must be made up within the appropriate time restraints (1-day per day suspended. Work not completed within these restrictions may be subject to no greater than 50% reduction in credit, based on teacher discretion.)

### **Suspension of a Student by a Teacher**

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal, or the principal's designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and school principal.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or the parent or guardian so requests. (MCL 380.1309).

### **Failure to Follow Prescribed Intervention Strategy: Separate Violation**

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

### **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 vehicle, or at a school-sponsored 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, attend any school activity, or be present on school grounds, regardless of location, during the suspension (including weekends and/or holidays).

## **DUE PROCESS PROCEDURES**

### **Short-Term Suspension**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school

without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

**Long-Term Suspension or Expulsion**

If recommended by the principal or assistant principal, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student. After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

**Appeal to Board of Education for Reconsideration**

A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

**Interviews of Students by Police, Child Protective Services, 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 will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and 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 a police interview. An attempt will be made to contact the parent/guardian prior to the interview unless immediate attention is necessary. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by an administrator that an interview has taken place.

The Child Protective Services Agency will not allow school personnel to sit in on an interview and the school will not notify parents.

**Notification to Law Enforcement Agencies**

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

|                             |                                 |  |
|-----------------------------|---------------------------------|--|
| Armed student or Hostage    | Explosion                       | Illegal Drug Use or Overdose                         |
| Suspected Armed Student     | Arson                           | Drug Possession or Drug Sale                         |
| Weapons on School Property  | Unauthorized Removal of Student | Vandalism or Destruction of Property                 |
| Death or Homicide           | Threat of Suicide               | Robbery or Extortion                                 |
| Drive-By Shooting           | Suicide Attempt                 | Sexual Assault                                       |
| Physical Assault (Fights)   | Larceny (Theft)                 | (Criminal Sexual Conduct)                            |
| Bomb Threat/Pull Fire Alarm | Intruders (Trespassing)         | Minor in Possession of Alcoholic or Tobacco Products |
|                             |                                 | Bus Incident or Bus Accident                         |

**APPENDIX 1**

INSTRUCTIONS TO STUDENTS: Please sign, detach, and return this page to your teacher after receiving this Code of Conduct. Please discuss and/or share this booklet with your parent/guardian and keep in a good place for future reference.

**BOARD OF EDUCATION  
BRONSON COMMUNITY SCHOOLS  
ACKNOWLEDGEMENT OF RECEIPT OF CODE OF STUDENT CONDUCT**

Printed Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_