

# BRITTON DEERFIELD ELEMENTARY SCHOOL



PARENT/STUDENT HANDBOOK  
2017-18

# Britton Deerfield Elementary School

Dear Families,

Welcome to the 2017-2018 school year! On behalf of the Britton Deerfield Schools, we would like to welcome you to our district community of learning. We value the opportunity and privilege to work with your family. Together, our ongoing partnership will provide high expectations to allow all children to develop to their fullest academic, physical, social, emotional, and creative potential. We love what we do, and are honored to be part of your child's educational team!

This student handbook was developed to answer many of the commonly asked questions that may arise during the course of a school year. It has been recently updated, and should be reviewed entirely. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings.

We are confident that this handbook will provide answers to many of your questions and that it will be beneficial to your family. Please share the information in this handbook with your child as we begin this new school year. If you have questions, please feel free to call our school office at any time.

Respectfully yours,

*Mrs. Stacy L. Johnson and Mrs. Karen Scholl*

# BRITTON DEERFIELD SCHOOLS

## Mission Statement

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

## Vision Statement

The vision of the Britton Deerfield School District is to create a positive learning community where parents and staff focus on the intellectual, artistic, physical and social-emotional dimensions of its students. The district will provide a safe and challenging environment that will foster the development of responsibility and independent thinking.

## Beliefs

As Britton Deerfield School staff, we will:

- Provide a safe, positive learning environment.
- Show that we care about all students and respect the uniqueness of all students and their families.
- Deliver a high quality, student appropriate curriculum through motivation and interesting learning experiences.
- Value, respect, and support the importance of parents/guardians in the education of their children.
- Communicate academic progress and attendance concerns continuously through report cards, notes, phone calls, newsletters, email, and forms of social media.

## Nondiscrimination and Equal Employment Opportunity

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. They shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with the hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, gender-specific terms should be eliminated from such contracts (3122, 4122).

## **Annual Parent Notice**

### Right to Request Teacher and Paraprofessional Qualifications

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

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

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

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

## **EQUAL EDUCATIONAL OPPORTUNITY**

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

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

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

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

## School-Wide Rules/Expectations

|                  | <u>Be Respectful</u>  | <u>Be Responsible</u>   | <u>Be Safe</u>  |
|------------------|---|---|---|
| <i>Classroom</i> | <ul style="list-style-type: none"><li>~ Raise hand</li><li>~ Eyes on the speaker</li><li>~ Ears listening</li><li>~ Use encouraging and kind words</li><li>~ Inside voices</li><li>~ Accept consequences without arguing or complaining</li></ul>                                       | <ul style="list-style-type: none"><li>~ Follow directions</li><li>~ Complete work accurately and on time</li><li>~ Stay in assigned area</li><li>~ Have the appropriate pass when leaving the classroom</li><li>~ Have necessary materials unpack and be at your desk before announcements</li><li>~ Turn in homework on time</li></ul> | <ul style="list-style-type: none"><li>~ Keep hands and feet to self</li><li>~ Use materials appropriately</li></ul>               |
| <i>Hallways</i>  | <ul style="list-style-type: none"><li>~ Walking quietly</li><li>~ Keep body to self</li><li>~ Maintain place in line</li><li>~ Respect hallway decorations</li><li>~ Accept consequences without arguing or complaining</li></ul>   | <ul style="list-style-type: none"><li>~ Follow directions</li><li>~ Walk to the right</li><li>~ Have a pass when appropriate</li></ul>  | <ul style="list-style-type: none"><li>~ Keep hands and feet to self</li><li>~ Face forward</li><li>~ Walk appropriately</li></ul> |
| <i>Bathroom</i>  | <ul style="list-style-type: none"><li>~ Keep the bathroom clean</li><li>~ Respect privacy of others</li><li>~ Quiet voices</li><li>~ Accept consequences without arguing or complaining</li></ul>   | <ul style="list-style-type: none"><li>~ Follow directions</li><li>~ Use bathroom in an appropriate and timely manner</li><li>~ Flush toilet</li><li>~ Turn off sink faucet</li><li>~ Throw trash in container</li><li>~ Have permission to use bathroom</li></ul>   | <ul style="list-style-type: none"><li>~ Keep hands and feet to self</li><li>~ Wash and dry your hands</li></ul>                   |
| <i>Cafeteria</i> | <ul style="list-style-type: none"><li>~ Talk quietly and politely</li><li>~ Use kind words</li><li>~ Good table manners</li><li>~ Respond politely to adults</li><li>~ Maintain place in line and at lunch table</li><li>~ Accept consequences without arguing or complaining</li></ul> | <ul style="list-style-type: none"><li>~ Follow directions</li><li>~ Raise your hand for assistance</li><li>~ Clean up eating area</li></ul>   | <ul style="list-style-type: none"><li>~ Keep hands and feet to self</li><li>~ Eat your own food</li></ul>                         |

**Recess**

- ~ Take turns and cooperate
- ~ Include others
- ~ Use encouraging and kind words
- ~ Share equipment
- ~ Accept consequences without arguing or complaining
- ~ Follow directions
- ~ Return equipment
- ~ Use equipment appropriately
- ~ Stop playing when whistle blows
- ~ Line up calmly and quickly in the correct line
- ~ Stay in your place
- ~ Avoid unsafe areas: mud, ice, water
- ~ Keep hands and feet to self
- ~ Use equipment properly
- ~ Stay in assigned area
- ~ Bring and wear appropriate clothing

**Bus**

- ~ Use appropriate voice level and kind words
- ~ Listen to the driver
- ~ Accept consequences without arguing or complaining
- ~ Follow directions
- ~ Be on time
- ~ Go directly to a seat
- ~ Follow posted bus rules
- ~ Keep hands and feet to self
- ~ Stay in your seat
- ~ Keep aisles clear

## **SECTION I ~ GENERAL INFORMATION**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to proper school authority, and compliance with the guidelines and rules of the District.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Adult students (age 18 or older) are expected to follow all school rules.

### **STUDENT WELL-BEING**

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

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

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

### **ENROLLING IN SCHOOL**

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

### **IMMUNIZATION**

**CHILDREN who have not received the required immunizations WILL BE EXCLUDED from school UNTIL parents provide proof that ALL REQUIRED**

**IMMUNIZATIONS have been GIVEN, or have a waiver on file.**

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

## *Required Childhood Immunizations for Michigan School Settings*

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the

2014 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

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

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

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

\* Current laboratory evidence of immunity  
Is acceptable instead of immunization with  
Antigen.

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

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

**IMMUNIZATION WAIVERS**

Immunization waivers ARE NO LONGER HANDED OUT BY THE SCHOOLS.

Parents who are opting out of immunizations are required to attend *Immunization Waiver Education Session* at the Health Department before claiming a (religious or philosophical) waiver. If you have any questions regarding this information, the Health Department should be contacted directly at (517) 264-5225.

**USE OF MEDICATIONS**

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

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

**INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. It is the parent's responsibility to arrange for transportation. The staff member who is in charge of the class must fill out

an injury report form. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. There is no special room for ill students in the school building. No student will be released from school without proper parental permission. Under no circumstances are students to leave the school or go home without permission from the school office. No student will be allowed to go home if there is not a parent/guardian there. Leaving school without permission is considered skipping/truancy and will result in a one (1) day suspension.

### **RECOUPERATING AT HOME**

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

- Cold and/or cough – a child with deep mucus that causes a cough and heavy nose drainage cannot function at school.
- Fever – fever is a warning that something is wrong. A child should remain home for 24 hours after the fever is gone.
- Rash – a rash, spots or blotches on the skin can be the first sign of many illnesses. Keep your child home until your doctor says it is safe to return.
- Stomach Ache/Upset – a child who is vomiting or has diarrhea should be kept at home. See your doctor if a stomach ache persists or limits your child's activity.
- Pink Eye – A child with pink eye may not return to school until the treatment from the doctor has been implemented. The eye should be free of redness and discharge.
- Head Lice – A child with head lice must remain home until treatment is complete and school officials confirm he or she is free of both lice and nits. Notify the school office immediately if your child has head lice. Check your child's head before school begins in the fall and routinely during the school year or if she complains of an itchy scalp. Look around your child's ears and back of the neck for nits, which are tiny, white, oval-shaped lice eggs that are attached to the hair near the scalp. Nits may look like dandruff or scalp flakes, but nits do not move and are difficult to dislodge.

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

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff

has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

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

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

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

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

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

### **EQUIVALENT EDUCATION OUTSIDE OF THE SCHOOLS (HOME SCHOOLING)**

The Board of Education of Britton Deerfield Schools encourages the enrollment of all school-age children resident in this district in public schools or in parochial or private schools so that they may enjoy the benefits of an educational program and the socialization possible in a group environment. The Board acknowledges, however, the possibility of the presence of home schools within the district, as established by state law. The superintendent will refer to the Lenawee Intermediate School District all situations in which a parent seeks to educate his/her child at home or in another educational setting. Procedural information/guidelines regarding educating your child at home may be obtained from the Britton Deerfield Schools administrative office. Specific areas covered: participation in school; assessments; re-enrollment in school.

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

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

## **WITHDRAWAL FROM SCHOOL**

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

## **SPECIAL EDUCATION**

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

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

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

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

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

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents/Guardians who believe their child may have a disability that substantially limits the child’s ability to function properly in school should contact the Principal at 517/447-3015 ext. 232.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

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

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

- A. The criticism is to be addressed to the Principal, in writing, and shall include:
  - 1. author;
  - 2. title;
  - 3. publisher;
  - 4. the complainant's familiarity with the material objected to;
  - 5. sections objected to by page and item;
  - 6. reason(s) for objection.

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

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

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

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

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

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

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

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

## **STUDENT RECORDS POLICY**

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

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

Procedure for obtaining access to student records:

- Step 1.** Complete written request for access to records open only to parents, guardian, school district teachers and officials and/or students 18 years of age or older. Request shall be made to the Principal or his/her designee.
- Step 2.** An appointment for record examination will be made within 4 to 5 days of request, or as soon as feasible.
- Step 3.** Examination will occur in a counseling suite, school office or other area deemed appropriate by the school Principal. In each case, the Principal, or his/her designee, will be present and an interpretation of data made to the requested.
- Step 4.** Requests for transcripts, files and data to prospective employers, universities, other schools or individuals, will be done only when an authorized form is submitted to the building Principal or his/her designee. All requests forms, regardless of source, will be made a permanent part of the student's record (authorized request forms are available in the school office).
- Step 5.** Examining person may challenge the content of applicable school records on the grounds that it is inaccurate, misleading or otherwise inappropriate. Request for a hearing should be filed in writing with the Superintendent of Schools. Such letters shall stipulate the problem.

A hearing shall then be conducted, and an opportunity for the correction or deletion of contents. The hearing shall be private, unless specifically requested to be public, and open to the requesting person's attorney. The Superintendent shall determine those before whom the hearing is to be conducted.

Presentation of evidence and cross-examination shall be permitted by the school and the requesting party. Appeals may be made to the Britton Deerfield Schools Board of Education.

## **STUDENT FINES AND CHARGES**

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

## **LOST AND FOUND**

A lost and found box will be maintained in the school office or school building. It is the responsibility of the students to claim items. All items not claimed will be given to a charitable organization. Please add your child's name in all personal items to aid in proper item identification.

## **STUDENT VALUABLES**

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

## **LOST TEXTBOOKS**

Students who lose books or damage books beyond repair, or lose or damage similar class-related materials will be required to pay for replacement cost of said material or appropriate repairs. A minimum fee of \$8.00 will be charged. If any fines are not paid, grades will be held until the fines are received by the office.

## **CAFETERIA AND LUNCH HOUR RULES**

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

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

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

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

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

Students eating in the cafeteria are responsible for taking care of their trays and waste by putting them in the proper place. Food is not to be taken out of the dining area unless directed to do so. Anyone making a mess will be expected to help clean.

**Food/Beverage: These items are not permitted in the classroom areas and should be reserved for the cafeteria only.**

**Meal Prices:**

**Breakfast**

Full price breakfast meal will cost \$1.75.

**Lunch**

Prices for Y5-5 will be \$2.65 for a single lunch

Prices for 6-12 will be \$2.90 for single lunch.

Milk only will cost .50 per carton.

Britton Deerfield Schools supports the concept of low-fat diets and is serving 1% milk. If you desire your child to have whole milk, please contact the school.

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

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

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

## **FIRE AND TORNADO DRILLS**

### **Fire drill**

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

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

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

### **Tornado**

Because of the incidence of tornadoes in our area, it is imperative that all persons are aware of the danger and are fully prepared to take the necessary safety procedures.

### **Tornado Watch**

A tornado watch means the conditions are favorable for the development of storms that are capable of producing a tornado. When a tornado watch is in effect, the District will continue normal activities but move physical education activities indoors. Each department shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

### **Tornado Warning**

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

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

## **LOCKDOWN DRILL**

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

## **EMERGENCY SCHOOL CLOSING**

When it becomes necessary to close school, the following radio stations will be notified: WABJ (14.90 AM) and WLEN (103.9 FM) in Adrian. In addition, we contact a number of local TV stations with our delay/closing information. Conditions that would close/delay school would be fog, snow, ice, tornado or a mechanical breakdown within the school. Occasionally it is necessary to dismiss school early because of weather conditions. It is the responsibility of each parent to have alternate plans for your child in case you are not at home. Please inform your child's teacher, via student registration form, if your son/daughter is to be bussed to another person's home, etc. Please update the registration form as needed.

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

## **EMERGENCY FORM**

The emergency form provides the school with vital information on each student:

1. Student's name, address, and telephone number.
2. First and last name of parents.
3. Business phone and place of employment of mother and father.
4. Doctor's name, address, and telephone number.
5. Name, address, and telephone number of people to contact if parents are not available.
6. Parent's signature authorizing emergency medical treatment.

## **VISITORS**

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

## **USE OF THE MEDIA CENTER**

The Media Center is available to Britton Deerfield students for research and recreational reading. Books may be checked out for a two-week period and renewed for an additional two weeks if needed. Reference materials may be checked out overnight only.

Electronic resources are also available for student use. Students are encouraged to return books by the due date. Books not returned must be paid for by the student.

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

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

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

Books, instructional materials, equipment, and lockers are provided by the school district to each student without charge or deposit. Students are responsible for these items once issued until returned and/or checked out by school officials. Students may be fined for excessive wear and/or damage to school owned property. The fines for damaged or lost books, instructional materials, equipment, and lockers shall be determined by the Principal based on the age, condition, and replacement value of the item. However, this does not prevent a student from buying his/her books or instructional materials.

### Locker Rules:

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

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents/guardians must sign an agreement which defines the conditions under which the student may participate. This agreement may determine a student's ability to enroll in particular classes. Failure to abide by all of the terms of the agreement may lead to termination of the student's access to district computers and disciplinary action up to and including suspension from school or referral to law enforcement authorities.

## **FUNDRAISING POLICY**

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

## **USE OF TELEPHONES**

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

## **ADVERTISING OUTSIDE ACTIVITIES**

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

## **OUTSIDE BIRTHDAY PARTY INVITATIONS**

Birthday parties are one of the highlights of childhood. However, there are few of us that can invite an entire class to a birthday party or accommodate 25 plus children in our homes. There are inevitably some children who get left out. This is often followed by hurt feelings, envy, and tears. Just as we try and shelter your children from other uncomfortable social situations (such as taunting, put downs and bullying), we try and

buffer them from situations that make them feel excluded. As children, they are often unable to understand adult realities. Because of this, we ask your help in this matter by not sending any birthday invitations to be passed out at school, at recess, or on the way home. We ask that you mail them, hand deliver them to the friend's home, make phone call invites, or utilize one of the many free internet invitation services available.

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

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

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

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

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

of the day.

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

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

## **NOTICE OF NON-DISCRIMINATION**

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

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

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

## **PARENT ORGANIZATIONS**

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

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

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

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

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

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

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

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

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

1. Beginning with the start of 2011-2012 school year and each year after, included online will be Britton Deerfield Board of Education Policies.
2. In addition, we will provide each parent with a calendar of school events for the current school year. This will allow parents to plan for their child's school activities.
3. Annually, each spring, the school leadership team will identify the effectiveness of the activities, events, and efforts of school programs that encourage parent participation during the previous school year, i.e., schedules of parent/teacher conferences, open houses, parent surveys, newsletters, activities, and the use of parent volunteers. Information gathered will be used to identify parent involvement activities for the following school year.

## **PARENT/GUARDIAN CLASSROOM OBSERVATION**

1. The parent/guardian must contact the principal to setup the observation. When the observation is complete and the parent/guardian needs to discuss anything with the principal they will need to setup another meeting with the principal and teacher.

2. The length of time will be **one** class period per school year.
3. The parent/guardian must sit in the back of the classroom.
4. The parent/guardian must not talk, interact, or disturb the class for any reason.
5. When the class is complete the parent/guardian must leave the room and come to the office to sign out before exiting the building.

## **PRIVACY ACT**

Any student not wanting to have his/her name released for publication (i.e. newspapers, yearbook, etc.) should fill out the form at the school. Otherwise, all names may be released for publication.

## **SCHOOL DAY**

The school building is opened at 7:20 a.m. MS students may enter at that time. Teachers are on duty for extra help at 7:50 a.m. The tardy bell rings at 7:55 a.m. All students are to be in the seats ready for classes to begin promptly at 8:00 a.m.

The school day ends at 3:00 p.m. Athletic practice and other activities begin at this time. Students are not to report to school earlier than 7:20 a.m. and should leave the building in the afternoon by 3:05 p.m.

## **SCHOOL FIELD TRIPS**

We establish field trips with the following guidelines:

1. All students are required to travel on the yellow school bus to and from destinations.
2. Adults must be pre-approved chaperones—not just guests.
3. Chaperones must have a background check to accompany children.
4. Groups are assigned to chaperones by the classroom teacher. All students assigned to a chaperone must remain with that adult for the duration of the said trip.
5. If an adult is serving as a chaperone, that adult may not bring other children (siblings) on the trip.
6. All students who do not adhere to these regulations will be marked absent—as they are not to be considered to be a part of the school day field trip.

## **COUNSELING AND GUIDANCE**

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

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

### **DISCRIMINATION POLICY**

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

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

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

### **BICYCLES**

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

## **SECTION II ~ STUDENT ACTIVITIES**

### **AFTER SCHOOL ACTIVITIES**

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

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

Britton Deerfield Middle School is a member of the Tri-County Conference and has a program of inter-scholastic sports for both male and female students. All students interested in athletics are encouraged to participate. Our program is operated under the rules and regulations of the Michigan High School Athletic Association and the Britton Deerfield School Athletic policy. All coaches will read and post sections of the athletic policy affecting members of their teams. The Athletic program shall be directed so that sportsmanship is of the highest importance. At the elementary level, our district encourages participation in the Patriot Youth Sports (PYS) program. This program is a separate entity from the Britton Deerfield Schools and has its own governing body.

### **STUDENT COUNCIL**

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

1. The Student Council will meet monthly to discuss school activities.
2. The Student Council will be responsible for approving fund raising activities. Final approval of the fund raising project will be by the Administration.
3. The Student Council will maintain a school calendar of approved fund raising activities, dances, and other events and activities.
4. The Student Council will abide by the constitution of Britton Deerfield Middle School Student government.

### **TITLE IX**

It is the policy of the Britton Deerfield Schools that it does not discriminate in the educational programs and activities which it operates, and that the Britton Deerfield Schools is required by Title IX of the Education Amendments of 1972 as amended, and the Rules and Regulations issued by the Department of Health, Education, and Welfare.

## **SECTION III ~ STUDENT CONDUCT**

### **STUDENT ATTENDANCE**

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

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

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10 minutes or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

#### ***Goal***

The goal of the school district is to link all students and families with the appropriate resources that will enable them to overcome the barriers that interfere with regular attendance.

#### ***Absences***

All absences must be communicated to the school office by the parent or guardian on the day of. Absences will be either counted, or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

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

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

**Step 1:** After four counted absences, a letter will be mailed home to notify the parent(s).

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

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

**Step 4:** After eleven absences, a notice of truancy will be mailed home and contact will be made by the Truancy Specialist to the student or parent(s). A meeting will be requested with the student and/or parent(s) at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

**Step 5:** If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply with this plan will result in a complaint, on behalf of the school district, against the parent or guardian in probate court.

### ***Truancy***

Any student whose absence is not communicated by the parent/guardian will be considered truant. Classwork for that day cannot be made up and no credit will be given for those daily assignments. An accumulation of three truant days will result in a referral to the Truancy Specialist.

### ***Tardy policy***

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

#### **Procedure:**

1. Any student who enters class after the bell will be marked tardy and given a verbal warning.
2. Any student with a pass from another school official will not be counted tardy.

### ***Pre-arranged Absences***

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

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

### ***Appeal Process***

When a NC (no credit) grade has been issued for the semester in order to maintain or regain credit, the parent or guardian of the student may appeal the decision. This appeal must be within 10 days

of issuance of the semester report card and include all necessary documentation. The appeal process will contain the following steps:

**Step 1:** Building Appeal's Committee (Membership to consist of Principal and staff member)

**Step 2:** Superintendent of Schools

**Step 3:** Board of Education

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

### ***Detentions***

When a student has after school detention:

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

### **HALL PASSES**

The teacher is responsible for knowing where their assigned students are at all times. All students must have the permission of the teacher before leaving a class. All students will be required to have a hall pass (student planner) with the student's name on it. Hall privileges may be denied from students because of previous misuse.

### **CARE OF PROPERTY**

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

If a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage.

## **LEGAL BASIS FOR SCHOOL DISCIPLINE**

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

## **NOTICE OF EXCLUSION**

In the event of the exclusion from school of any student, either of compulsory or non-compulsory school age, the student's parent/guardian, or other proper authority, in all cases, shall be notified by the principal before the student may be dismissed from school.

If contact cannot be made with the student's parents, guardian, or other proper authority, the student shall be detained in school until the end of that school day and released to return home at the regular time. Every attempt will be made to notify parents/guardians/proper authority.

## **SUSPENSION**

Suspension is exclusion of a student from school for a period of time, terminating at the end of a definite period of time or upon the fulfillment of specific conditions.

1. This action may be taken by any person authorized by the Board of Education and must be immediately reported to the Superintendent. Those authorized by the Board are the Principal and the Superintendent.
2. Suspension of a student for a period of longer than ten (10) school days shall be reported to the Board of Education by the superintendent. The Superintendent has the authority to suspend students
3. A suspended student is not to be on school premises or grounds or any school functions during the suspension period.
4. If a suspension carries over a weekend or vacation period (i.e. a student is suspended on Friday and the suspension continues on Monday) the student will not be allowed to participate in or attend any extracurricular activities during that weekend or vacation period.

## **APPEAL OF SUSPENSION**

The student or parent/guardian may request in writing a conference with the Principal for the purpose of reviewing such action. Such request must be made within three (3) days subsequent to the notification of the parent/guardian. The student, parent/guardian, or Principal may request the attendance at such conference of such other persons as may have particular knowledge of the facts and circumstances concerning the suspension.

## **DISCIPLINARY REVIEW BOARD**

The determination of the Principal shall be subject to appeal by the parent/guardian, to the Disciplinary Review Board by filing with the superintendent a written request for an appeal within ten (10) school days following the review conference with the Principal. The Disciplinary Review Board shall render a written opinion of its determination within five (5) days following the conclusion of such hearing. The determination of the Board may:

- a. Written notice shall be given of the time, date and place where the hearing will be held.
- b. Witnesses may be presented at the hearing and may be questioned by the student or by the Disciplinary Review Board.
- c. Hearings shall be closed to the public unless specifically requested in writing by the student or parent/guardian that they be open to the public.

The Disciplinary Review Board shall consist of the following persons: 2 teachers, 1 student, 1 parent, 1 community member.

The Superintendent shall make the selections of the members of this board according to the above criteria. A written report and decision shall be given to the Superintendent by the chairman of the Disciplinary Review Board. Parents/guardians wishing to have the matter presented to the Board of Education shall also notify the Superintendent in writing.

## **APPEAL TO THE BOARD OF EDUCATION**

The determination of the Disciplinary Review Board shall be subject to appeal to the Board of Education convened in a regular or special meeting. This meeting shall be called within ten (10) days after receipt by the Superintendent of a written request by the student or the parent/guardian for such appeal.

At such hearing the student or parent/guardian shall present to the Board of Education the reasons why the determination of the Disciplinary Review Board should be reviewed and/or modified.

The Board of Education may, at its discretion, receive such additional testimony and evidence as necessary to review the determination of the Disciplinary Review Board. The Board shall make a decision in the matter.

A copy of the Board of Education's decision shall be provided to the student and parent/guardian within ten (10) days following the date of the hearing.

## **EXPULSION**

Expulsion is the removal from school indefinitely.

This action may be taken only by the Board of Education.

The school administration shall recommend cases for expulsion to the Board of Education through the superintendent.

### **APPEAL OF EXPULSION**

1. The Superintendent, upon receipt of a recommendation for expulsion from a school administrator, shall notify the parent/guardian and student of this recommendation and the reasons for the recommendation in writing within five (5) days following receipt of the recommendation.
2. The Superintendent shall notify the President of the Board of Education of the recommended action by the school administration.
3. The parent/guardian or student, within five (5) days following receipt of such notification, may request a conference with the Superintendent for the purpose of reviewing the recommended action.
4. The determination of the Superintendent as to the affirmation or modification of the recommended expulsion shall be made in writing and shall be presented to the student and parent/guardian within five (5) days following the conference. A written notice concerning the expulsion hearing procedures before the Board of Education will be included;
5. The Superintendent shall notify the President of the Board of Education of his:
  - a. affirmation of recommendation for expulsion
  - b. modification of recommendation for expulsion
  - c. denial of recommendation for expulsion

### **HEARING BY THE BOARD OF EDUCATION**

If the Superintendent affirms in writing the recommendation for expulsion of a student, the President of the Board of Education, within fifteen (15) days, shall call a special meeting of the Board of Education to act upon the recommendation of the Superintendent. The Superintendent will provide the parent/guardian and student with a copy of this policy and a written notice that the Board of Education hearing shall be conducted in accordance with the rules and procedures set forth.

In addition, there may be present at the hearing, the Principal, the Superintendent, the Board of Education's attorney, and such special resource personnel that the President of the Board deems essential to the proper adjudication of the case.

The student's legal counsel may attend with prior notice given to the Superintendent. Only legally constituted members of the Board of Education shall have a vote in the determination of the case.

The hearing shall be conducted in accordance with the following rules and procedures:

- a. Written notice shall be given of the time, date and place where the hearing will be held.

- b. Witnesses may be presented at the hearing and may be questioned by the student, his/her representative, by the Board of Education or their representatives.
- c. A recording of the proceedings of the hearing will be made.
- d. Hearings shall be closed to the public unless specifically requested in writing by the student or parent/guardian that they be open to the public.
- e. A decision by the Board of Education shall be rendered.
- f. A copy of the Board of Education's decision shall be provided to the student and the parent/guardian within five (5) days following the date of the hearing.

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

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

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

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

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

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive.

### **DRESS AND GROOMING**

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

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

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

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

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

- A. Short and revealing clothing including:
  - 1. Halter tops
  - 2. Tube tops
  - 3. Shirts not fully covering the midriff
  - 4. Short skirts and dresses
  - 5. Tank tops/Muscle shirts
  - 6. Clothing with holes
  - 7. Low cut tops
  - 8. Shorts (short shorts)
  - 9. Straps, spaghetti straps, over the shoulder need to be 2" inch width
  - 10. Sleep Wear
- B. Hats or other head coverings are to be removed when entering the building and kept in the locker until you leave the building. Hoods on sweatshirts may not be put up to cover a student's head during the school day.
- C. Clothing/accessories with inappropriate sayings or pictures.
- D. Shorts and skirts must be reasonable in length. No shorter than the end of ones fingertips when the arms are placed at ones side or mid-thigh length. **NO** compression shorts are allowed.
- E. Coats or jackets are not to be worn in class unless authorized by the teacher.
- F. Students may not wear sunglasses in school.
- G. No wallet chains or pocket chains.
- H. No book bags (backpacks) in the classroom.
- I. Footwear is required (**NO** slippers).

**VIOLATIONS OF DRESS CODE**

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

**CLASSROOM DISCIPLINE PROCEEDURES**

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

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

## **BRITTON DEERFIELD SCHOOLS DISCIPLINARY MANDATES**

Upon the commission of the below incidents, the person or persons who have engaged in such activity are subject to disciplinary measures and the following seven (7) steps of censure shall be imposed upon the offender. In the event the person commits more than one offense in the same incident, disciplinary action shall be taken *within the range of the more severe incident*. Parents/guardians may be required to come to the school for a conference before the student is allowed to return to school after a suspension.

The administrator, after conducting an investigation, will determine the appropriate step. A step may be repeated if deemed appropriate by the administrator. Students will be given an opportunity to present their side of any pending investigation before mandates are awarded. Steps shall be cumulative within the building. The administration shall report to the Britton Deerfield School Board incidents which subject any student to discipline at a step seven (7) level.

### **STEPS:**

1. Conference with students, make referral if necessary.
2. Parent conference.
3. Short-term suspension, 1 day or less. May be administered as lunchtime, after school, or in-house suspension.
4. Short-term suspension, 2-4 days.
5. Short-term suspension, 5-7 days.
6. Long-term suspension, 8-9 days.
7. Long-term suspension, 10 or more days, up to expulsion by Board action.

### **DEFINITION OF TERMS:**

The meaning of the incidents noted below shall be the same as defined by the statutes of the State of Michigan, and when not so de-fined, the words of the incident shall have the common dictionary meaning.

**Aggravated Assault** - Assault without a weapon that results in a serious or aggravated injury. A serious or aggravated injury is a physical injury that requires immediate medical treatment or that causes disfigurement, impairment of health, or impairment of body part.

**Arson** - Any act which results in the starting of a fire; aiding, persuading, and procuring in the starting of a fire.

**Assault** - An attempt or offer to commit an offensive touching of another. An attempted battery.

**Assault and Battery** - Any offensive touching of another which is without justification or excuse.

**Bullying** – See Bullying Policy.

**Closed Campus** - Leaving school property without permission of principal or designee.

**Extortion** - To obtain money or property by threat of force.

**Felonious Assault** - A simple assault or assault and battery committed with a dangerous weapon.

**Fighting** – An exchange of physical blows.

**Firearms** - Include facsimiles (look-a-likes), airsoft guns, starter guns, explosives, incendiaries, BB gun, paint ball guns, or weapon designed to expel a projectile by explosive or other propellant.

**Gross Misconduct** – Acts of misbehavior of a more serious nature. Depending on the severity of the act, gross misconduct will be dealt with by punishment ranging from short-term suspension to long term suspension and possible expulsion by Board action.

**Habitual Offender** - A student may be considered a habitual offender (Step 6) on the fourth offense of a Step 4 or higher mandate violation.

**Insubordination** - Refusal to comply with directives given by staff or and faculty members.

**Racism** - A lack of respect or hatred for a person because of his/her ethnicity. Creating a hostile learning environment that prevents students or staff from learning or completing their job based on ethnicity.

**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, and includes the area up to 1,000 feet surrounding school property.

**Weapon** – Includes but is not limited to: firearms, gun, revolver, pistol, dagger, dirk, stiletto, knife, pocketknife opened by a mechanical device, iron bar, or brass knuckles, or any facsimile thereof.

**Weapon Free School Zone** - Means school property and/or a vehicle used by the school to transport students to or from school property and any property defined in the penal code.

| OFFENSE  | STEPS                            |
|--|----------------------------------|
| <p><b>School Rule Violation</b></p> <ul style="list-style-type: none"> <li>Behavior that jeopardizes a safe, respectful and responsible learning environment. The following includes but is not limited to: disrespect, profanity, and any violation of safety rules.</li> </ul>   | 1-7                              |
| <p><b>Creating a Disturbance</b></p> <ul style="list-style-type: none"> <li>Behavior that leads to a disruption of normal school activity</li> </ul>   | 1-4                              |
| <p><b>Fighting/Assault</b></p> <ul style="list-style-type: none"> <li>An exchange of unwanted physical contact</li> </ul>  | 3-7                              |
| <p><b>Harassment/Intimidation</b></p> <ul style="list-style-type: none"> <li>Abusive and threatening language or actions meant to hurt or damage another person's reputation or self-esteem. The following includes but is not limited to: race, ethnicity, gender, socio-economic status, religion, sexual orientation, academic/physical challenges.</li> </ul>  | 1-7                              |
| <p><b>Bullying</b></p> <ul style="list-style-type: none"> <li>Behavior that is physically or emotionally harmful to another student <i><b>and is repetitive</b></i> to the point that it affects the victim's ability to feel safe and participate normally in school or school activities.</li> </ul>   | 3-5                              |
| <p><b>Sexual Harassment/Misconduct</b></p> <ul style="list-style-type: none"> <li>Including but not limited to: touching, dirty jokes, obscene gestures, sexual remarks or innuendoes, comments about body parts, conversations of a sexual nature, staring in a way that is too personal, pornographic writing, pictures or drawings, forcing sexual attention on someone who doesn't want it, touching private parts of other persons, indecent exposure.</li> </ul> | 1-7                              |
| <p><b>Weapons</b></p> <ul style="list-style-type: none"> <li>Possession or use of any object, including but not limited to: guns, knives, or any facsimile thereof (toys, replicas) used in a threatening or harmful manner.</li> </ul>  | 2-7                              |
| <p><b>Vandalism</b></p> <ul style="list-style-type: none"> <li>Intentional destruction or misuse of property.</li> </ul>   | 1-7<br>(plus restitution)        |
| <p><b>Theft</b></p> <ul style="list-style-type: none"> <li>Up to \$100</li> <li>Over \$100</li> </ul>  | 1-4<br>3-7<br>(plus restitution) |
| <p><b>Gross Misconduct</b></p> <ul style="list-style-type: none"> <li>Willful and neglectful acts of misbehavior of a more serious nature that could jeopardize the safety and well-being of themselves and/or others</li> </ul>   | 4-7                              |

|  |     |
|--|-----|
| <p><b>Habitual Offender</b></p> <ul style="list-style-type: none"> <li>• A student may be considered a habitual offender upon the fourth offense of a Step 4 or higher mandate violation.</li> </ul> | 6   |
| <p><b>Insubordination</b></p> <ul style="list-style-type: none"> <li>• Refusal to comply with directives given by staff</li> </ul>   | 1-4 |
| <p><b>Substance Abuse</b></p> <ul style="list-style-type: none"> <li>• See substance abuse mandates located in student handbook.</li> </ul>  | 6-7 |

**BULLYING**

The Britton Deerfield Schools follow all State and Federal laws concerning bullying. Bullying is defined as: any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by substantially interfering with educational opportunities, benefits, or programs of one or more students; adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student’s physical or mental health; and or causing substantial disruption in, or substantial interference with, the orderly operation of the school. Any student who believes there has been aggressive behavior should report this in writing using the bullying report form. The forms of bullying that exist are:

- A. Physical – The act of hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – The act of taunting, malicious teasing, insulting, name calling, or making threats.
- C. Psychological –The act of spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, or graffiti.

There is a form at the end of the handbook that will help students who need to report this type of behavior. Please fill the form out and be specific. Any student may request assistance with this form from parents, a teacher, a school counselor, a principal or any staff member. This form should be submitted to the office immediately upon completion. The form is also available online at [www.bdschools.us](http://www.bdschools.us).

## **CRIMINAL ACTS**

Any criminal acts may be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. The Administration has the authority to determine which behaviors warrant law enforcement intervention. Criminal Acts that may occur at after school activities, during weekends, or over social media outside of the school day may be reported by parents to law enforcement at their discretion. The school will not intervene or mediate in such instances or in family matters.

## **DISCIPLINE OF DISABLED STUDENTS**

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

## **SEARCH AND SEIZURE**

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

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

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

## **STUDENT RIGHTS OF EXPRESSION**

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

- a. Material cannot be displayed if it:

1. Is obscene, libelous, indecent or vulgar,
  2. Advertises any product or service not permitted to minors by law,
  3. Intends to be insulting or harassing,
- b. Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who wish to display materials must present them to the principal twenty-four (24) hours prior to display. Any materials that are hung without permission are subject to disposal at the discretion of the Administration.

### **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal. Concerns regarding classroom activities should be first discussed with the classroom teacher before going to the principal.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

Britton Deerfield Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding a disciplinary action, they should contact the principal.

### **CONFERENCES WITH TEACHERS AND/OR PRINCIPAL**

Students, as well as parents, are urged to consult with teachers and/or the Principal pertaining to any problems the student may have. Each teacher is assigned a conference period during the day. It is hoped that parents/guardians will take advantage of the opportunity to talk with their child's teacher. The Principal is also available throughout

the school day. Please call (517) 447-3015 ext. 234 for the Deerfield building or (517) 451-4581 ext. 105 for the Britton building for appointments with any of these people.

Parents should contact the student's teacher regarding situations that may arise throughout the school year first before contacting administration. If the Principal needs to be contacted after the initial meeting, parents should call the office to arrange a conference.

## **SECTION V ~ TRANSPORTATION**

### **BUS TRANSPORTATION INFORMATION**

School bus transportation is provided for most students living within the confines of the school district. Whether the student regards riding schools bus a privilege or not, this privilege may be denied to any student for improper conduct while riding the school bus. The length of this denial may vary from one day to the complete school year, depending on the number of times reported and seriousness of the misconduct. Proper student conduct is a most important factor in the safe and wholesome operation of a transportation program. Therefore, it is of utmost importance that bus drivers, the Director of Transportation, Principal, and parents continually work together to assure the best possible student behavior.

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

### **SCHOOL BUS RULES**

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

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

1. Students are not to crowd the doorway when loading or unloading.
2. Students may speak to neighboring students in a normal tone of voice. No profane language will be allowed.
3. There will be no glass containers of any kind.
4. There will be no littering on the bus.
5. Students must keep all parts of the body inside the bus at all times.
6. Students must realize that railroad crossings are very dangerous and must keep absolutely quiet when approaching railroad crossings.
7. Students must wait until the bus comes to a complete stop before loading or unloading.
8. No students other than Britton Deerfield students are permitted on the bus at any time.
9. After unloading, students should cross in front of the bus only on driver's signal.
10. Students must have written permission to be dropped off at any location other than their regular drop off location.
11. Once on the bus, students are to ride to the designated destination (school, home, etc.).

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

The school recognizes that there are times when students need to make alternative arrangements after school for going home. A written notice from parents must be sent to the classroom teacher when these arrangements are made.

## **BRITTON DEERFIELD - HOME/SCHOOL COMPACT**

As Britton Deerfield Staff, we will:

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

As a Britton Deerfield student, I will:

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

As the parent or caring adult, I will:

1. Encourage my child's development and progress in school. For example:
  - a. Review and discuss schoolwork and homework. This includes offering assistance when needed.
  - b. Ensure that my child attends school on time each day and is ready to learn.
2. Show the value of learning self-control and hard work. For example:
  - a. Help my child see how school learning is needed in the real world.
  - b. Recognize and praise my child's efforts and progress.
3. Volunteer to help at school.
4. Contribute to good home/school communication. For example:
  - a. Share information with school staff about unique family or child circumstances that may affect my child at school.

- b. Read newsletters, notes, and other communications and discuss and/or respond when needed or appropriate.
5. Participate in parent-teacher conference and attend school meetings, open house, and other activities.
  - a. Share concern about my child and about the school and work together with school to resolve problems.

All Britton and Deerfield Families are required to read, sign and return the compact handed out at the start of each school year. These compacts will be kept on file in the school office.

### **STUDENT ACCIDENT/ILLNESS or CONCUSSION**

In the event of a student accident or illness, staff members shall:

- A. **if properly trained**, administer first aid
- B. report the accident to the appropriate administrator
- C. summon professional medical assistance, if needed
- D. notify the parents as soon as possible by telephone or written report
- E. contact parents immediately if the accident indicates professional medical care is required
- F. record (on the Student Accident [Form 5340 F1](#)) as soon as possible, all pertinent facts concerning the accident and submit it to the Principal's office.

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG [5330](#).

Records are to be kept on all injuries requiring medical attention which occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities.

A copy of the Student Accident Report Form is to be filed with the carrier of the District's liability insurance when requested.

Each principal shall prepare in-building procedures for dealing with illness at school which ensure prompt attention to the child and proper communication with the parents.

## **Concussions**

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

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

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

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

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

## Report Bullying or Harassment:

**Please Print**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Where did this happen? \_\_\_\_\_

(location)

When did this happen? \_\_\_\_\_

(day and time)

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_