

Student Handbook

MALTBY INTERMEDIATE SCHOOL

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Children learn what they live

If children live with criticism,
they learn to condemn.

If children live with hostility,
they learn to fight.

If children live with
ridicule, They learn to be
shy.

If children live with shame,
They learn to feel guilty.

If children live with tolerance,
They learn to be patient.

If children live with encouragement,
They learn confidence.

If children live with praise,
They learn to appreciate.

If children live with fairness,
They learn justice.

If children live with security,
They learn to have faith.

If children live with approval,
They learn to like themselves.

If children live with acceptance and
friendship, They learn to love in the world.

Brighton Area Schools

Board of Education Offices.....	299-4000
Superintendent, Dr. Matt Outlaw.....	299-4040
Assistant Superintendent Human Resources	299-4090
Assistant Superintendent Finance,	299-4030
Assistant Superintendent Curriculum/Instruction, Dr. Liz Mosher.....	299-4010
Special Education Director, Michelle Allison.....	299-4080
Brighton High School.....	299-4100
Scranton Middle School	299-3700
Maltby Intermediate School	299-3600
Hawkins Elementary School	299-3900
Hilton Elementary School.....	299-3950
Hornung Elementary School	299-4450
Spencer Elementary School.....	299-4350
Transportation Department	299-3890
Community Education	299-4130
LESA Special Education Department.....	517-540-6861

Introduction

Dear Parents/Guardians of Maltby Intermediate Students:

This handbook contains a wealth of information to assist you in better understanding the policies, procedures and day-to-day operation of our school. Hopefully, any questions you may have will be answered on the following pages.

We are proud of the programs we are building for our 5th and 6th grade students. A school is most successful when both the family and school work together to ensure a quality education for all children. In support of this purpose, the district strives to create a positive educational environment, to employ caring personnel, and to make each school day a rewarding one.

Throughout the course of this student handbook, “parent” will also mean guardian and/or any person who is deemed responsible for the well-being of the student.

Please read this handbook carefully and review this information with your child. If you have any questions or concerns, please contact your building principal.

Yours in education,

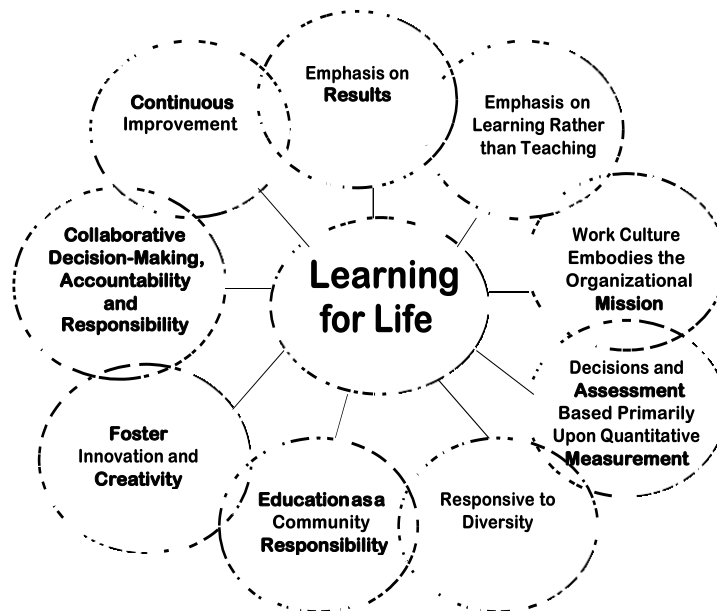
Maltby Intermediate School

Brighton Board of Education Statement of Philosophy and Guiding Principles

The home and parent play a major role in the implementation of a school philosophy. Without question, the home is the dominant influence on every child and, therefore, it is necessary for the home and school to work together.

The school staff is working within the framework of our Board of Education's philosophy and goals. The District's vision statement is Learning for Life. Mission Statement: Each Brighton graduate is prepared as a life-long learner to use academic and life skills to be self-sufficient, resourceful, an effective communicator and a productive citizen who contributes to our democratic society within a global community.

Guiding Principles



The Brighton Area School District supports the State of Michigan in requiring the teaching of core democratic values and constitutional principles. These include, but are not limited to: truth, justice, equality, liberty, diversity, the common good, the rule of law, and individual rights.

We intend that students will learn respect, responsibility and caring for self, others and the environment. Further, we expect all students and adults to practice honesty, fairness and responsible citizenship, which is essential to being good community members.

We recognize that each school has needs unique to the pupils it serves. Our basic goal is to provide students with the foundation that will allow students to acquire skills and attitudes to reach our mission.

Mission Statement

Our mission, in collaboration with parents and the community, is to provide a developmentally appropriate transition to middle school for fifth and sixth grade learners. We promote independence, along with social, emotional, and academic success in a safe, nurturing environment.”

Attendance, Absenteeism and Truancy

Required Attendance

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan’s compulsory attendance requirements.

Mandatory Attendance Age

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

Exceptions

A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student’s parent/guardian:

- the student’s physical or mental illness (a physician’s verification is required after 4 consecutive days of absence for illness);
- medical appointments for the student;
- death or serious illness of the student’s family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student’s own faith;
- college planning visits; and
- career/vocational planning visits
- other reasons with prior approval of the Principal

Excessive Absenteeism and Truancy

When a student has 5 unexcused absences in any term or semester the building principal or designee will provide written notice to the student’s parent/guardian encouraging the student’s regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the

student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.

When a student is absent 10% of the school year school year and at least 5 of those days are not excused the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Make-Up Work

1. Excused Absences – Students completing work missed during an excused absence may receive credit. To get credit, you will be given the number of school days absent, plus one, to finish work. Students who are absent due to illness two or more days may want to request assignments missed in order not to fall too far behind in daily work. Make-up work must be turned in within the time limits.
2. Out-School-Suspension – Students should do all assignments missed while suspended. Homework should be completed during the suspension and students will receive “full” credit for all work completed and handed in upon return to school.
3. Vacation – Assignments will be provided upon a student's return to school and such work must be completed within the number of school days absent, plus one.

School Tardiness

If a student arrives late to school, he/she must bring a note from his/her parent indicating the reason for the tardiness. A parent may elect to call the school in lieu of writing a note. Under no circumstance will student calls be accepted. The student is to report directly to the office.

Tardies will be excused for the following reasons:

1. Announced late school bus, if applicable.
2. Medical/dental appointments.
3. Illness
4. Family emergency

Oversleeping does not qualify as an excused absence.

Classroom Tardiness

Classroom tardiness is defined as not being in your seat when class begins. Work missed must be made up. Tardies are accumulated per trimester.

Classroom tardiness will receive the following consequences:

- First and Second tardy: Verbal warning
- Third tardy: Written warning by the teacher.
- Fourth tardy: One half-hour detention after school
- Fifth tardy: One hour detention after school, referred to the administrator
- Sixth and beyond: Considered chronic, referred to the administrator

Student Release During School Hours

In emergency situations where it is necessary for students to leave school during the school day, they will be excused through the principal's office only, and must be called for at the office. A sign in/out sheet will be located in the office. Students will be released only to the parent and/or guardian unless written verification is given to the person picking up the student and we have proof of their identity.

Student Release for Vacations

Absences from school for purposes of family vacations are discouraged. Students are required to complete a pre-arranged absence form prior to leaving for vacation. The student will accept responsibility for work missed during the vacation. Assignments will be provided upon a student's return to school and such work must be completed within the number of school days absent, plus one.

School Health Regulations

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Proof of immunization must be provided at the time of registration.

Parents are required to complete, each school year, an updated emergency card that contains important health information, in addition to other data. Parents are urged to notify the school of any significant change in health that occurs in a child. If your child has special health needs, contact your school principal.

Parents should keep children home when they show symptoms of illness. Students with a fever of 100.4° F, vomiting, diarrhea (not associated with food intolerance or allergy), non-stop coughing or red/draining eyes should stay home until symptom free, without fever-reducing medication, for 24 hours. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home.

In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required and parents or other family cannot be reached, 911 may be called. Information on the emergency cards will be used for these procedures.

At the beginning of each school year, low cost group health insurance is available to parents for their school age children. A flyer from the carrier company stating cost and coverage will be sent home to all parents.

Medication at School

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply

medications in the exact dosage required whenever feasible.

3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.

4. All medications must be in the original container.

District-Administered Medication

If the student requires District-administered medication, the student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.

Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.

District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.

Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.

Incorrectly administered medication must be reported to the building principal and the student's parent/guardian. A written report identifying the error must be documented in the student's file.

The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.

Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.

A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent/guardian notice to retrieve the medication. If the parent/guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.

The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

Student-Administered Medication

Subject to this Policy's provisions specifically applicable to self-management of asthma inhalers and epinephrine auto-injectors/inhalers, a student may be permitted to self-possess and self-administer medication if the building principal has received written parent/guardian consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise permitted by this Policy.

A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law.

A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the parent/guardian if the student misuses the medication.

A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the parent/guardian first provides the building principal with written approval.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate. Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardian should update the emergency care plan as necessary to meet the student's changing medical circumstances.

Animals in the Classroom

Students may not bring animals to school. If a teacher plans to keep an animal in the classroom for study and observation, parents will be notified of the specific animal(s) in case there is a potential for an allergic reaction or other health related reactions.

Services to Students

In addition to regularly scheduled academic and/or enrichment activities, several special services are available to students. These include Speech and Special Education

Services. Contact the Building Principal or the Director of Special Education for further information.

Guidance and Counseling Services

The role of the school guidance counselor is to contribute to the process of quality education by assisting the staff, students and parents in matters relating to student growth and development. The guidance counselor is available for individual and group conferences to assist teachers or parents. You are encouraged to talk with a counselor in the guidance office by making an appointment at any time. The counselor's job is to help in all school related situations. It is recognized that certain situations call for immediate attention; in such cases a counselor will be available. Parents and teachers may also request counseling services for a student.

Field Trips

The Board of Education recognizes that the first hand learning experiences provided by field trips are an effective means of learning. Your child may attend a grade level or classroom field trip sometime during the school year. If for any reason you decide you would prefer your child not attend the trip, please inform the office at least two days in advance and other arrangements will be made.

Bicycles

Students who normally walk to school may ride their bicycles. Parents should discuss with their children the need for safety when riding bicycles: (1) Walkers who ride their bicycles to and from school are encouraged to use sidewalks, if available and need to walk them through any crosswalks; (2) Students are required by law to wear a helmet; (3) Bicycles should be parked in the proper area during school hours; (4) For security reasons, we recommend that bicycles be locked. We cannot assume responsibility for loss or damage. For safety reasons, kindergartners are discouraged from riding bikes.

Holidays and Celebrations

At the beginning of the school year, parents will have the opportunity to inform the school community of individual family and cultural needs that might have an impact on their child's participation and involvement in school related programs and activities.

Holiday celebrations and activities will be age appropriate and at the discretion of the teachers and building principals. This includes children's costumes and dress as part of the celebration. Specific costumes that include a theme of violence or weapons shall be prohibited.

Birthday parties are at the discretion of the teacher. Contact the teacher first before sending any treats to school.

Lunchroom Program

Each school provides a hot lunch program for students. Milk can be purchased separately for students who bring their lunch. Student accounts are kept current on a computer system and parents may request an informational account balance (food purchased, etc.) printout at any time by contacting their school's food service manager. Additional money (cash or checks made payable to the Brighton Area Schools) may be placed in the account at any time. Free and/or reduced lunch program application forms may be obtained from the office. Information regarding the school's lunch menu can be found on the district website.

Recess

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Children are expected to participate in recess activities. They should wear adequate clothing. Coats, boots, hats and gloves are mandatory during winter months and boots may be necessary when playground areas are muddy.

Our policy is that all students go outside for recess. It is assumed that the students who are too sick to be in school would benefit by staying home. On days when the weather is extremely cold or rainy, recess breaks are shortened or held indoors.

If the temperature and/or wind chill is 0° (F) or below, the children will stay inside.

A doctor's note is necessary if a child is to stay in for recess for a specified period of time after an illness.

Money and Other Valuables

If money is being sent to school, parents should realize the responsibility the child will have. It would be wise to:

1. Place the money in an envelope;
2. Include a note inside, stating reason for the money being sent;
3. Place the teacher's name and the child's name on the outside of the envelope.

We discourage parents from allowing children to bring large amounts of money to school. Valuable equipment is not permitted unless there is a special occasion, and prior permission of the teacher and the parent is granted.

Cell phones

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms restrooms, or any other area in which others may have a reasonable expectation of privacy. Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may

constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

Change of Address

Please contact the school by phone or by note prior to moving from the area. The teacher and school secretary need to be notified of your new address, the school to be attending and date of departure so our records will be more accurate.

School Closings

Information on school closings will be provided to the following sources however, the district does not guarantee that announcements will be made.

WHMI Radio	93.5 FM
WJR Radio	760 AM
FOX TV	Channel 2
WDIV TV	Channel 4
WXYZ TV	Channel 7
www. Cancellations.com	
Brighton Area Schools – 810-299-4000, option 2	

Please remember to discuss with your child the procedures they should follow should school be dismissed early.

Emergency Cards

We need to be prepared for emergencies. Therefore, emergency cards need to be updated yearly. The school secretary must be informed of any change in information on emergency cards. **Updated** phone numbers and contacts are imperative. Families are required to have on record at their child's school TWO current numbers at which the parent and/or guardian can always be reached during the day.

Lost and Found

Lost and found is located in the entrance way of the building. Your child may check for the lost articles. All coats, hats, boots and gloves should be labeled with your child's name. Parents may also come and check for missing items. Unclaimed items will be donated to local charity organizations.

Textbooks

Book rental fees are not charged. However, children are held responsible for the condition of all textbooks issued to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear.

Media Center

Classes are scheduled for weekly media center checkout with their teacher. While school is in session, the media center is open for continual access by students for materials circulation and assistance by the media staff. All students are responsible for returning media center materials on time. The circulation period is two weeks and materials will be overdue if not returned within that time. Students may not checkout additional materials until overdue materials are returned or paid for. Parents will be notified of any materials that are returned damaged. Parents will be responsible for paying the replacement cost of any lost or damaged materials in addition to an appropriate processing fee. All costs must be paid in full or otherwise reconciled with the Media Specialist by the end of the school year.

Student Rules and Regulations

Preamble

We recognize that the vast majority of Brighton students conduct themselves in an exemplary manner. However, there are certain standards of behavior that each school must require to maintain the school's legal responsibility to its constituents. An effective learning environment cannot be maintained without proper discipline. In an effort to be consistent with the middle school and high school code of conduct format, we have set up a progressive discipline policy for dealing with inappropriate behavior.

The principal will notify parents if a suspension is to occur. Principals may exercise those powers necessary to enable them to perform the function of their office. Many of their responsibilities are specifically delegated by the Board of Education. S/he may implement reasonable rules, as needed, to accomplish the function of education without specific delegation by the Board of Education.

Student's Rights and Responsibilities

The Board of Education of the Brighton Area Schools recognizes the following principles:

1. That the primary intent of society in establishing the public schools is to provide an opportunity for learning;
2. That the students have rights of citizenship as delineated in the Michigan and the United States Constitution and its amendments;
3. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law;
4. That education is one of these citizenship rights in Michigan.

Due Process of Law

The constitutional rights of individuals assure the protection of due process of law; therefore, a system of constitutional and legally sound procedures will be provided as part of the school's disciplinary policy within the following guidelines:

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness;
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian;
3. In every disciplinary situation involving the possibility of suspension or expulsion from school, the student will be provided with notice of the violation with which he or she is charged and will be entitled to a fair and impartial hearing (which may be informal) regarding such violation and its punishment.

School Buses – Transportation Safety Rules and Consequences

The Brighton Area Schools wish to provide safe and efficient transportation to and from school and to co-curricular activities when needed. This requires cooperation and open communication between students, staff, parents and administration. The policies and procedures adopted by the Board include direct communication between the driver and the home that are explained below. Levels of disciplinary consequences may be skipped in situations where behavior has been severe. Transportation and school rules, along with their consequences, apply to co-curricular trips taken by students as well. Students must remember that transportation is a privilege for all to enjoy if they observe proper behavior.

School Bus Rules

The following rules have been adopted by the bus drivers and the administration as being necessary for the safety of the students and the maintenance of the buses.

1. The Board of Education discipline codes as stated in the Student–Parent Handbooks are in effect on the bus.
2. The driver is in full charge of the bus and students. Students must obey the driver. On field trips, the teacher, sponsor, or coach is in charge of student discipline.
3. Students must be on time to the bus stop; the bus will not wait for those who are tardy. It is suggested that students arrive at their bus stop at least five minutes ahead of the scheduled pickup time. It is not the school's responsibility to monitor behavior at the bus stops before or after school.
4. Students must stand six (6) feet off the road in front of the bus and are to wait for the driver's signal before crossing.
5. Students are to always cross the road in front of the bus and to wait for the driver's signal before crossing.
6. Students are to board the bus in an orderly manner.
7. Students are to remain seated at all times.
8. Students are to keep their arms and head inside of the bus windows. Bus windows will be no lower than 1/2 way down on school property.
9. Outside of ordinary conversation, classroom conduct is to be observed.
10. The driver has the right to assign students to certain seats to promote order on the bus.
11. No eating, drinking, spitting, using or possessing tobacco or illegal substances, or weapons (or dangerous objects) are permitted.
12. Complete silence must prevail at railroad crossings. This is mandated by Public Act 187.
13. Students must have written permission from their parent and the principal's office to get off the bus at any place other than their designated bus stop, or to ride a different bus.
14. Parents of students who vandalize buses in any way will be required to pay for the damage.
15. Recreational items are not allowed on the bus. For example, (but not limited to): skateboards, hockey sticks, golf clubs, etc.
16. No live animals are permitted on busses.
17. All items carried on the bus must fit on the student's lap

Consequences for Misconduct on the Bus

The driver has the authority to impose discipline at a higher level if the behavior warrants. The driver may also, at their discretion, repeat a level.

Intervention The bus driver will warn the student that his/her misconduct will not be tolerated. The driver may also have a conference with the student on the bus or give the student a different assigned seat. A phone call may be made to the parent.

Level 1 A green ticket will be issued to the student and sent home to the parent/guardian, with a copy to the principal. The ticket will contain a description of the misconduct. The student will not be allowed to board the bus again until the ticket is signed by the parent and returned to the bus driver by the student.

Level 2 A yellow ticket will be issued to the student and sent home to the parent/guardian, with a copy to the principal. The ticket will contain a description of the misconduct. The student will lose his/her bus privileges for up to three (3) days. The ticket must also be signed by the parent and returned to the driver.

Level 3 Additional offenses shall result in the issuance of pink tickets, with bus suspensions of greater duration, up to and including suspension for the balance of the school year. Whenever a bus driver issues a Bus Violation Ticket, or a Notice of Suspension, the driver will make (one documented attempt) to contact the parent or guardian. It is also the responsibility of the student to notify his/her parent or guardian of the ticket and/or suspension. Suspensions greater than three (3) days will be handled by building administration.

Appeal Process and Restrictions

Because of the safety-sensitive nature of school bus transportation, the bus driver is vested with discretion to issue tickets and suspend students from the bus. In the event a student is suspended from the bus more than six (6) days in one semester, the parent may request a conference with the driver and Director of Transportation to discuss the suspensions. During the conference and based on mutual agreement, the parties may alter the most recent discipline and establish a long-term behavior plan to address the concerns of the parent and driver.

There shall be NO APPEAL of bus suspension that does not exceed three (3) consecutive school days. In the case of a suspension from the bus that exceeds three (3) consecutive school days, a parent or guardian may appeal the suspension to the Bus Safety Appeal Committee. To make an appeal, the parent or guardian must contact the Transportation Office (810-299-3890) within **24 hours** (with the exception of weekends) of the notice of suspension. The Transportation Director will determine whether the student may continue to ride the bus during the time the appeal is being considered.

The Bus Safety Committee shall be convened within two (2) scheduled school days of the request for appeal. The Committee membership shall include the Transportation Director or his/her designee, the bus driver recommending the suspension, the building principal or his/her designee and two (2) other employees appointed by the principal. The student's transportation discipline record will be reviewed during the appeal along with other student records that may assist the Committee in reaching an informed decision. All appeals will be heard weekdays between 10:00AM and 11:00AM. The decision of the Bus Safety Committee **is final** and may not be appealed to any other level.

Disciplinary Definitions

Verbal Reprimand/Warning - For minor infractions of the Student Code of Conduct, students will be given verbal warnings and reprimands.

Detentions - Up to one hour a day when school is in session under the supervision of school personnel. Parent notification and acknowledgment must be obtained prior to detention.

In-School Suspension - Isolated from peers (one hour or all day). Daily class work made available. Credit will be given for completed work. Removal from co-curricular activities could occur. Matters pertaining to in-school suspension will be at the discretion of school staff.

Suspension/expulsion - Suspension is defined as removal from school attendance for a period not to exceed sixty (60) school days. Expulsion means a disciplinary removal from school for 60 or more school days. In most cases where expulsion is being considered, a suspension may be invoked pending the decision. It should be noted that dates of suspension are days that school is in session. This excludes snow days, holidays, and vacation days.

Incorrigibility - The Livingston County Probate Court (Juvenile Division) will be advised of any situation that the Administration feels comes within the jurisdiction of that court.

Intermediate School Anti-Bullying/ Violence Prevention Disciplinary Action As defined by Brighton Area Schools - Violence is any mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation or property.

Long term Suspension or Expulsion consideration

Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors. Consistent with Michigan law, the School District adopts a rebuttable presumption that states students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the student's misconduct or behavior;
5. Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;

6. Whether restorative practices will be used to address the student's misconduct or behavior; and,
7. Whether less severe discipline would properly address the student's misconduct or behavior.

Administrators will take appropriate action using the Intermediate Code of Conduct and Student Discipline as outlined in the handbook to address incidents involving violence.

CODE OF CONDUCT

Matters Pertaining to Citizenship

- A. Violation of state laws and/or local ordinance including but not limited to:
 1. Abuse of fire alarms, safety equipment, bomb threats.

First Offense: Up to ten days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for long-term suspension or expulsion.

Subsequent Offense: Recommendation for long-term suspension or expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

- B. Disrespect (verbal, written and/or bodily gestures) to school personnel, volunteers, visitors and other adults.

Any offense: Parent contact by principal; up to 10 day suspension.

1. Assault: verbal or written threats to do bodily harm.

Any offense: Parent contacted by a principal; suspension of up to 10 days. Possible long term suspension or expulsion.

2. Battery (pushing, punching or physical assault)

First Offense: Up to ten day suspension.

Subsequent Offense: Recommendation for long term suspension or expulsion.

3. Refusal to follow reasonable instructions (insubordination)

First Offense: Parent contact and/or a one-day suspension

Subsequent Offense: Up to a five-day suspension.

- C. Profanity, obscenity or deliberate vulgarity

First Offense: Parent contact and/or conference and/or suspension.

Subsequent Offense: Up to a five day suspension

- D. Intimidation or harassment based on differences – A person is guilty of intimidation based on differences if that person with malice, or with specific intent, by speech, gesture, action, or display that harasses another person because of that person’s gender, race, color, religion, creed, disability, sexual orientation, national origin, height, weight or ancestry.

Any Offense: Warning, detention, parent contact, up to 10 day suspension and/or possible long term suspension/expulsion

- E. **Harassment/Sexual Harassment:** Sexual harassment of students by other students or persons is prohibited. Sexual harassment is defined as: sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual’s personal liberties or education or creates an intimidating, hostile or offensive learning environment. Sexual harassment shall also be defined to include unwelcome comments, gestures and touching. If a student feels s/he is being harassed, s/he must immediately report the incident to the teacher, principal, school administrator or other school personnel as promptly as possible. All complaints of harassment will be investigated promptly, maintaining the highest confidentiality possible. Any member of the school’s staff who receives a report of harassment has an obligation to report the incident to the building principal. Retaliation for claims of harassment will not be tolerated. Likewise, the filing of harassment claims that are clearly false and without justification will also not be tolerated.

Any Offense: Warning, detention, parent contact, up to 10 day suspension and/or possible long term suspension/expulsion.

Matters Pertaining to Property

- A. Theft

First Offense: Conference with parent and up to three day suspension. Restitution must be made. Notification of police, if appropriate.

Subsequent Offense: Up to five day suspension and restitution. Notification of police, if appropriate.

- B. Defacing and/or littering property

Any Offense: Warning, up to five day suspension. Notification of police, if appropriate. Restitution, including obligation to do work in the school (with parent consent) related to the type of offense committed is optional, depending on the principal’s evaluation of the particular situation.

- C. Destruction of school property, property of others

First Offense: Conference with student, notification of parent, possible ten day suspension or possible recommendation for long term suspension or expulsion.

Notification of police, if appropriate, reparation and/or restitution including obligation to do work in either the school or the school district related to the type of offense committed and a parent conference.

Subsequent Offense: Ten day suspension and possible recommendation for long term suspension or expulsion. Reparation and/or restitution. Possible notification of police, if appropriate.

- D. Misuse of books, lost or stolen books, media materials or school owned musical instruments, computers or electronic devices (i.e. iPad).

Any Offense: Textbooks, school-owned musical instruments, computers or electronic devices (i.e. iPad) and other similar class-related materials become the responsibility of the student to whom they are issued. While reasonable wear is expected, books and other materials must be returned in good condition. Damaged, lost or stolen books and other materials must be paid for by the student to whom they are issued.

Matters Pertaining to the Safety of Others

- A. Bullying, harassment, intimidation. Any gesture or written, verbal, graphic or physical act or display, or any electronic communication, including cyberbullying* that occurs at school, or has a disruptive effect on the school environment.

Any offense: Warning, parent contact, conference with principal, and/or up to 10 day suspension, Possible recommendation for long term suspension or expulsion.

***Cyberbullying** is defined as the use of information and communication technologies such as, but not limited to, email, cell phone, instant messaging, defamatory personal web sites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group, that is intended to embarrass, intimidate, or cause physical harm to others.

- B. Hostile behavior (including punching, hitting, fighting, kicking, biting, spitting, etc., with the intent to do harm).

Any offense: Warning, parent contact, conference with principal, and/or up to 10 day suspension. Possible recommendation for long term suspension or expulsion.

- C. Inappropriate Physical Behavior (including pushing, tripping, wrestling, etc.)

Any Offense: Conference with the principal and/or up to a one day suspension.

- D. Behavior dangerous to oneself or others (including the throwing of snowballs, rocks, etc.)
- Any Offense:** Warning up to a five day suspension.
- E. Extortion or coercion – Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by physical force or threat (state or implied).
- First Offense:** Warning/call or letter to parents and/or up to a three day suspension.
- Subsequent Offense:** Up to a ten day suspension.
- F. 1. Weapons – Possession and/or threatening the use of any weapon or dangerous object(s) capable of inflicting bodily harm, including but not limited to: knives (under 3 inches), chains, matches, lighters, fireworks, smoke bombs, other dangerous objects, and toy weapons resembling any of the above.
- First Offense:** Confiscation/parent contact, and/or suspension.
- Second Offense:** Confiscation/ parent and police contact plus up to a five day suspension; Possible recommendation for long-term suspension or expulsion.
- Subsequent Offense:** Recommendation for long-term suspension or expulsion.
- NOTE:** Confiscated property will be given to parents or police officials, as appropriate.
2. Possession, use or threatening the use of a **dangerous weapon** which includes but is not limited to knives (with a blade over 3 inches), pocket knife opened by a mechanical device, iron bar, brass knuckles, starter gun, B-B gun, explosives.
- First Offense:** Recommendation for long-term suspension or expulsion.
- G. Possession or use of a firearm, gun, revolver or pistol.
- Any offense is automatic expulsion.**
- H. Leaving school property, classroom or designated area without authorization from the teacher, principal or his/her designee from the time a student arrives on school grounds until school is dismissed.
- First Offense:** Conference with student and parent, possible suspension and possible notification to police.
- Subsequent Offense:** Conference with student and parent with up to five day suspension.

Matters Pertaining to Disruption of the Educational Process

- A. Cheating/Plagiarism – Copying the work of another and representing it as

one's own, or knowingly completing or providing work to another for presentation as their own.

Any Offense: Warning and/or possible parent call plus loss of credit on paper, up to suspension.

B. Dishonesty/Lying

Any Offense: Warning, parent contact, conference with principal, up to suspension or expulsion.

C. Forgery – Fraudulently writing the name of another person; falsifying time, dates, grades, addresses, reports, mandatory surveys or other data on school forms.

Any Offense: Call/letter home to parents, up to three day suspension.

D. Disruptive behavior

Any Offense: Warning, up to five day suspension.

E. Indecency – Offending commonly recognized standards of health, safety, good taste.

Any Offense: Warning, parent contact, conference with principal, and/or up to 10 day suspension. Possible recommendation for long term suspension or expulsion.

F. Truancy – The failure to attend class or a scheduled class activity, for any period of time; chronic tardiness to school may be considered as truancy. A student who is truant will be required to satisfactorily complete the missed assignments so as not to be at an academic disadvantage.

Any offense: Contact parent and up to 3 day suspension. Possible contact of truancy officer.

G. Toys or Recreational Paraphernalia, which are not intended for curricular or co-curricular program activities are not permitted at school. Examples include but are not limited to personal electronics, skateboards, hockey sticks, rollerblades, baseball bats and laser pens/pointers.

Any offense: Parent contact, confiscation, up to two day suspension.

Dress Code

The purpose of establishing a dress code is twofold: 1) to teach students that there is certain attire that is appropriate for work/study-related settings and 2) to create an environment that focuses on instruction and learning. Dress or grooming which is disruptive to the educational process is prohibited. For example, clothing and/or accessories that endorse any item or product related to tobacco, alcohol or other controlled substances are not permitted. All clothing must be neat, so as to present the

best possible appearance. Shoes must be worn and hats are not allowed. Decency, as interpreted by the administration and staff, is to be maintained at all times. Halter tops, mesh shirts, shirts which expose the midriff, tank-tops, short skirts, short shorts, shorts with slits or cut offs, and other types of suggestive or revealing clothing will not be permitted. Students must be covered shoulder to shoulder and from shoulder to mid-thigh. Shorts and other apparel worn must be mid-thigh or longer. Underwear should not be exposed. In labs and food areas, health and safety regulations, as well as usual occupational dress requirements will determine the dress code.

First Offense: Warning and sent to office until appropriate attire is secured.

Subsequent offense: Warning, parent contact, and/or up to a 10 day suspension. Possible recommendation for long term suspension or expulsion.

Clothing, clothing orientation, accessories, or jewelry worn to indicate membership or advocacy of a gang or group, whose purpose is to discriminate against others is strictly forbidden and will be confiscated. Hand signs indicating gang involvement are also strictly prohibited.

First Offense: Warning, up to suspension.

Subsequent Offense: Suspension up to possible recommendation for expulsion or long-term suspension.

Matters Pertaining to Controlled Substances

****Law enforcement agencies will be notified if appropriate.****

A. Tobacco – all types

1. Possession

First Offense: Confiscation, parent contact and one day suspension.

Second Offense: Confiscation and two day suspension.

Subsequent Offense: Confiscation and five days suspension and a meeting with parents.

2. Use, sale and/or distribution on school property and/or at school activities.

First Offense: Confiscation and two day suspension and a meeting with parents.

Subsequent Offense: Confiscation, ten day suspension, and recommendation for long-term suspension or expulsion and a meeting with parents.

B. Students shall not possess or purport to possess alcohol, controlled substances or mind altering drugs on school property or at school-sponsored events. Students attending school, or school activities, after using these substances will be subject to the policy regardless of amount taken.

Any offense: 10 day suspension, possible recommendation for long term suspension/expulsion. Possible recommendation for assessment by a licensed

agency for a determination of the student's chemical dependency. Police referral.

- C. Sales, distribution, furnishing or attempting to sell, distribute or furnish alcohol, controlled substances, or mind-altering drugs.

First Offense: Suspension (ten days) pending a Board of Education hearing with recommendation for counseling and/or expulsion; referral to the police department.

- D. Selling or furnishing substances purported or represented to have the effects of controlled drugs or purported or represented to be controlled drugs.

First Offense: Suspension (ten days) and a meeting with parents prior to readmission. Possible recommendation for assessment by a licensed agency for a determination of the student's chemical dependency.

- E. Paraphernalia

1. Possession, use, sale and/or distribution on school property and/or at school activities.

First Offense: Confiscation, parent contact and one day suspension.

Second Offense: Confiscation, three day suspension and a meeting with the parents.

Subsequent Offense: Confiscation, five day suspension and a meeting with the parent.

Above offenses will be cumulative over the years during which the student is enrolled in Brighton Area Schools.

Other conduct, which is not specifically enumerated in the Maltby Code of Conduct, and which, in the judgment of the Board of Education, constituted gross misdemeanor or persistent disobedience, shall be subject to disciplinary action such as the Board of Education or its administrators deem appropriate.

Police referrals will be made in accordance with State law. Other referrals to police may be made at the discretion of the building administrators. Parent(s) will be informed of all police referrals.

Suspension/Expulsion Procedures

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

Building Administrators - 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct. A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the building administrator must consider the Mandatory 7 Factors. Additionally, before suspending a student for any length of time, the

building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

Superintendent - Less than 60 school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors. Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing. Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

Panel Hearing - Suspension or Expulsion

The Board delegates authority to suspend or expel a student to a Disciplinary Panel consisting of at least one Board of Education member and four District administrators (the "Panel"). The Panel may suspend or expel a student for an offense consistent with the student code of conduct. Before exercising this authority, the Panel must consider the Mandatory 7 Factors. Any time the Panel finds that a suspension of more than 10 school days or expulsion is warranted, the Panel must base the rationale on the Mandatory 7 Factors and explain the rationale in writing. Before exercising this authority, the Panel must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

Student Appeal Process

Both student and parents have the right to appeal teaching and administrative decisions and disciplinary actions. The proper sequence to be followed in appealing a decision within the school system is:

1. Teacher
2. Building administrator
3. Appropriate Assistant Superintendent
4. Superintendent

Discipline appeals beyond the building level should be made to the Assistant Superintendent for Human Resources and must be made by the end of the following school day. Detentions may not be appealed past the building level.

Every effort will be made to insure that students and parents are guaranteed rights of due process whenever decisions affecting their education are made. The proper channels of communication and authority should be followed when appealing a decision. For more information regarding procedures to be followed in making a formal appeal, please contact your building principal.

Homework

The Brighton Board of Education supports and encourages homework as a necessary and valuable function of school.

Homework Philosophy

In the most basic sense, homework is an extension of the classroom. As such, it should support and contribute toward fulfilling educational objectives for the student.

Meaningful and carefully planned homework serves many purposes, but basic to its use would be: strengthening of skills, extension of experiences, and providing opportunity to develop skills of self-discipline and time management. It is believed that the homework policy outlined below succeeds in maintaining a cooperative relationship between school and home. Because it does so, the policy is flexible and does not place excessive constraints on teachers, students, or parents.

Students who are absent due to illness two or more days may want to request assignments missed in order not to fall too far behind in daily work. Students who miss school due to family vacations will have their work set aside for them to complete upon their return. The student will have one day to make up work for each day absent. *Schoolwork will not be given in advance.*

Understand that much of the curriculum is hands-on and/or class discussion that teachers are unable to repeat. More details regarding homework are available in the Board of Education Policy Statement of Homework.

In addition to this, a student's homework time could increase if make-up work is being completed or a project involving research or special preparation is being required.

Parent –Teacher Groups

We urge all parents to become active participants in the parent-teacher group. The success of any of these mentioned is dependent on an active and large membership. The first step you can take in contributing to that success is becoming an active member.

Our parent group has made many valuable contributions to Brighton Area Schools. Their support has provided our students with many special events, activities, and supplies.

Parent –Teacher Conferences/Report Cards

Regularly scheduled parent-teacher conferences are held in the fall and spring of each school year. We hope you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you. Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates.

Additional conferences are welcomed by the school staff. Arrangements can be made by contacting the teacher directly via email or phone call.

Report cards are also used to communicate student progress. These are sent home after the end of the marking period and accessible on Parent Connect.

The following codes are used on elementary report cards:

Academic Reference Code

93-100%	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-77	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	E

Student Retention

The building principal will attempt to consult with a student's parent/guardian before deciding to retain a student, advance a student to the next grade mid-year, or allow a student to skip a grade level. If the parent/guardian disagrees with the building principal's decision about promotion or retention, the Superintendent or designee will make the final decision.

Student Class Assignment

Many variables enter into a student's class assignment each year. Reading levels, math levels, combination classroom assignments, separating certain children, and providing a proper boy/girl ratio in each classroom are considered. Each building staff works hard to place every child in a good educational environment. You will be notified of the process to give your input into the educational placement of your child.

Testing Programs

Testing for the Michigan Student Test of Educational Progress (M-STEP) generally occurs during the months of April and May for students in grades 5 and 6. Unless otherwise indicated in an Individualized Education Plan (IEP) or a Section 504 Plan, all Maltby Intermediate School students must participate in all state mandated and building wide assessments of student growth. More information, including specific tests to be administered and dates/times, will be sent out in a timely manner by the building administrator.

Emergency Drills

Necessary emergency drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers will explain drill procedures to students and Directions for Fire and Tornado Drills are posted in each classroom.

Student Pictures

Families may purchase student pictures each year. Students will have their individual pictures at registration. Specific information about the procedure and purchase of pictures will be sent home prior to picture day.

Volunteers

A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.

The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.

Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

Student Acceptable Use and Internet Safety Policy

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement.

A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.