



# BYRON

## HIGH SCHOOL/MIDDLE SCHOOL

### 2025 - 2026

#### **PARENT / STUDENT HANDBOOK**

#### **Byron High/Middle School**

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Byron, MI 48418

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High School Secretary – Mrs. Jessica Brown

Middle School Secretary–Ms. Debra Murray

Counselor – Ms. Malinda Smith

Athletic Director – Mr. Jordan Ragnone

Transportation Supervisor – Mr. Joe McWilliams

## **Welcome**

It is with pleasure that we take this opportunity to welcome you to Byron High School and Byron Middle School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. This parent/student handbook was developed to answer many of the commonly asked questions that you may have during an academic year. 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 for your use throughout the academic year. It can be a valuable reference and a means to avoid confusion and misunderstanding when questions arise. If you have questions not addressed in this handbook, contact the principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions not covered in this handbook. In all cases, rules, regulations, and consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infractions that may not be in the best interest of the safety and welfare of the students.

These rules and policies apply to any student who is on school property, who attends school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students, and staff.

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## **MISSION OF THE SCHOOL**

Byron Area Schools provides impactful learning experiences to empower each student to achieve their highest potential to navigate a dynamic world.

## **RIGHTS AND RESPONSIBILITIES FOR STUDENTS**

The school's rules and procedures are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and fair treatment if they respect those rights for their fellow students and the staff. Students will be expected to follow the teacher's directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents/guardians have the right to know how their child is succeeding in school and will be provided with information regularly and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals. 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. If, for some reason, this is not possible, the student should seek help from the high school principal or the high school counselor. Adults (age 18 or older) and homeless students are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the academic year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. The counselor and principal must approve any variation in advance. Fall scheduling is done the previous spring. Classes are chosen with the opportunity of consultation with the counselor, who will review past records and discuss future plans of the student. Fall scheduling changes are treated individually, but changes from academic to non-academic classes are discouraged. If a student is dropped from any class after the second week of the semester, the student will not receive credit for the class and will also receive an "F" for the semester. This is also for students taking college classes. If a student drops or withdraws from a college class after the course has begun, the student will receive an "F" for the semester. Parent/guardian will be notified of the action taken.

## **CLASS LOAD – ADD AND DROPS**

All students must carry at least six subjects plus a SPARC class except by special permission of the principal or counselor. Students enrolled in the work experience program must attend at least three classes and a SPARC class in school. Only those students who meet one of the following requirements will be allowed to drop the class. All changes for the first semester must be made before school starts. All requests for changes for the second semester must be completed and turned in before school ends in December. The student's parent or guardian must then contact the counselor and/or the principal before the beginning of the second semester.

- A. Those that have a class for which they have already passed the coming semester.
- B. Those that need to make up a semester of a required course because they have failed a semester of any of the Michigan Merit Curriculum required courses. These students should see the counselor immediately; this is the student's responsibility.
- C. Those who are judged incapable, by the teacher's recommendation, not their own, of being able to continue.
- D. Extreme cases judged by the counselor and principal to require change. Any student who feels they meet the above requirements and need to change their schedule must talk to the counselor to receive a drop/add form.

If a student does not meet the above requirements and still desires to change a class, he/she must meet with the counselor. A drop/add form will be given to the student to be signed by the teacher(s) of the class(es) to be added and dropped and the student's parent/guardian. The student's parent or guardian must contact the counselor and/or the principal to discuss the desired change.

## **PERSONAL CURRICULUM**

A parent or legal guardian of a student may request a personal curriculum for their student that modifies certain areas of the Michigan Merit Standard requirements. If all requirements for a personal curriculum are met, the Board may award a high school diploma to a student who completes his/her personal curriculum.

## **DUAL ENROLLMENT (POST-SECONDARY ENROLLMENT)**

**Qualifying Scores for Dual Enrollment** (as determined by the State of Michigan Office of Educational Assessment and Accountability) Public Act 594 of 2004, one of the pieces of legislation that created the Michigan Merit Examination (MME), requires the Michigan Department of Education to set the passing scores for students seeking to dual enroll while still in high school. The MME legislation indicates that the Superintendent of Public Instruction is to:

- A. "Approve 1 or more readiness assessments that may be used for the purposes of determining eligible students beginning in the 2006-2007 academic year. Readiness assessments shall be aligned with state learning standards and shall provide high school students with an early indication of proficiency in the subject areas of English, mathematics, reading, social studies and science and contain a comprehensive career planning program, and
- B. determine qualifying scores for each subject area component of a readiness assessment that indicates readiness to enroll in a postsecondary course in that subject area under this act."

The assessments are designed to indicate whether or not a student is on track to be ready to take post-secondary courses and succeed without remediation. Students that meet these benchmarks will be given the opportunity to provide additional evidence that they are ready to take a college course.

Students may dual enroll in more than one course, however the following limitations apply:

- A. Not more than 10 courses overall. This limit only applies to courses that the high school pays for.
- B. If the student first enrolls in a course when the student is in grade 9...not more than 2 courses during each academic year in 9th, 10th, and 11th grades and not more than 4 courses in 12th grade in an eligible postsecondary institution may be taken
- C. If the student first enrolls in a course when the student is in grade 10...not more than 2 courses in 10th grade and not more than 4 courses in 11th and not more than 4 courses in 12th grades may be taken
- D. If the student first enrolls in a course in 11th or 12th grade...not more than 6 courses during either of those years may be taken

Students may dual enroll in evening, school day, weekend, or virtual college courses.

## **WORK PERMITS/STUDENT EMPLOYMENT**

An application for a work permit for those students residing in the school district is issued at the high school office. Upon completion of the form by the student and the employer, the form should be returned to the high school office. Work permits are required for any minor who is 11 to 18 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978) and who works in a paid or unpaid position. The minimum age for employment is 14 years, except that a minor 11 years of age or older may be employed as a golf caddy and a minor 13 years of age or older may be employed in certain farm operations.

## **SEXUALITY EDUCATION**

Effective October 1, 2003, there is an addition of some language in Section 166a of the State Aid Act. The legislation now requires teachers implementing sex education to inform pupils that having sex or sexual contact with an

individual under the Age of 16 is a crime punishable by imprisonment, and that one of the other results of being convicted of this crime is to be listed on the Sex Offender Registry on the internet for at least 25 years.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent wishing to review materials or observe instruction shall contact the principal before coming to school. Any criticism, request, suggestion, complaint, or grievance related to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the district, must be addressed in writing to the Superintendent. For further information please contact the District Office at (810) 266-4881.

### **HOMEWORK POLICY**

Homework is an expected extension of the classroom. Homework guides and promotes independent learning. Parents should provide an appropriate study environment and necessary materials. This usually means a quiet place, paper and pencil, and a specific time, preferably afternoon or early evening, for doing homework. Research shows that student achievement rises significantly when teachers regularly assign homework and students conscientiously complete this work. Students must assume the responsibility for:

- Asking for assistance and/or clarification
- Taking the necessary materials home to complete the assignment
- Completing assignments neatly and on time
- Getting and completing assignments after an absence

### **PARENT/TEACHER COMMUNICATIONS (CONFERENCES)**

Students and parents are urged to consult with teachers and/or the counselor about any school 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. A counselor is also available throughout the school day. To make appointments with school staff, please call (810) 266-4620 for the high school and (810) 266-4422 for the middle school.

### **SPECIAL EDUCATION**

Byron Area Schools provides a variety of Special Education programs for students identified as having a disability as defined under the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the procedure or programs, a parent/guardian should contact the Director of Special Education at (810) 266-4620. Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

### **DISABILITIES**

The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against based on a disability. This protection applies not just to the student, 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 Director of Special Education at (810) 266-4620.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental/guardian consent. All school rules apply to all field trips. Students may be excluded from participation in field trips due to academic or behavioral reasons. Students who disregard school rules during a field trip may be removed from the trip at parent/student expense. If a student is sent home for inappropriate behavior, it may constitute up to a three-day suspension.

### **STUDENT ASSESSMENT**

The High School MME (M-STEP)/SAT/PSAT is given to all eleventh graders in compliance with State Board of Education regulations. The eleventh graders are given the opportunity of taking the Preliminary Scholastic Aptitude

Test-National Merit Scholarship Qualifying Test in October. The purpose of this test is two-fold, in one instance it is a scholarship test and in the other, it is a practice SAT. It does not admit the student into college, but it does provide a chance to learn about the type of test he/she will be taking to enter college. The tenth graders will be given the PSAT, a practice SAT and a career inventory test.

### HOME-SCHOOLED REGULATIONS

Any student attending Byron and enrolled for over 0.5/day must take the state-mandated Michigan Merit Exam (MME) (M-STEP).

### EXAMS

Mid-Term and Final Exams will be given in each middle and high school course. To encourage scholarship, good attendance, and good behavior, high school students may earn the opportunity to participate in an exemption incentive based on scholarship and attendance.

In order to qualify for an exemption, an average will be taken of the students' marking period grades. The number of allowed absences and the corresponding grade average is listed below.

<i>Average Grade</i>	<i>Max Number of Absences Per Semester</i>
90 or above	Allowed up to 4 absences
80 or above	Allowed up to 3 absences
70 or above	Allowed up to 2 absences
63 or above	Allowed up to 1 absence

Attendance totals will accumulate up to the day of the semester exam. All school related activities, funerals, documented doctor and/or dentist appointments, will not count toward student absence totals. **Three tardies will count as an absence for a class and will go toward the student's absence total.**

For final exams, seniors may qualify for this exemption in any Byron High School course in which he/she is enrolled. For students in grades 9, they may opt out of two (2) exams, grades 10 can opt out of three (3) exams, and grades 11 can opt out of four (4) exams.

This policy may NOT apply to Honors level courses, AP courses, or any music class where the exam is performance based.

Students that have the option to opt-out of their exams, may choose to complete their exams. These students will only be able to help their grade by participating. Students will only get an exam score recorded if it helps their final grade.

### RECOGNITION OF STUDENT ACHIEVEMENT

Honor Roll status is determined at the end of each marking period. A grade point average of 3.0 ("B" average with no "D"s) is required to be listed on the Honor Roll. Students may not be on the Honor Roll if they are failing any subject, regardless of their overall grade point average. Students with incompletes at the time of Honor Roll compilation cannot be included.

An academic letter program was established by the Board of Education in December 1987 at Byron High School to recognize students consistently maintaining high academic standards. The awards will be available to students who meet the following standards. The awards will be given to students at the yearly awards assembly. These standards apply to students who are enrolled for more than ½ the school day (0.5/day). Home-schooled students are not eligible for Academic Awards.

Standards common to all awards:

- Minimum semester grade point average (GPA) of 3.5
- No semester grades below a C
- Grades transferred from other accredited high schools will be accepted
- Grades earned via correspondence, night school, or summer school will not be counted in grade point average.

**GRADUATION TESTING**

All Byron Area School students must take all parts of the state mandated Michigan Merit Exam (MME) (M-STEP) and/or any other State or Federal required testing program. These tests will be administered at all school levels. All students are expected to put forth their best effort. Any student who chooses not to take or retake (if necessary) the state mandated Michigan Merit Exam (M-STEP), or an alternative test approved by the state and/or district will not be allowed to walk in ceremonies.

**GRADUATION REQUIREMENTS**

For a student to qualify for a diploma in this district, she/he must have satisfactorily completed the following courses in grades nine through twelve including requirements listed below:

<b>Subject</b>	<b>Number of Credits</b>
Mathematics	4
Science	3
Social Studies	3
English (including the completion of a Senior Portfolio project)	4
P.E./Health	1
Visual/Performing or Applied Arts	1
World Language	2
Total Credit Opportunities	24
<b>Graduation Requirements</b>	<b>22</b>

Eight (8) full semesters of high school or full-time attendance for four years is mandatory. The determination of a full-time student shall be consistent with the State Board of Education's Pupil Accounting Rules. Those students who plan to attend college will be advised to take additional course work in the academic area beyond the minimum required for graduation. All requirements for graduation must be met before a student can participate in Commencement. It should be further understood that students not obtaining the correct number of credits needed for graduation will not graduate until those credits are achieved. This means they will not be allowed to participate in the commencement ceremony. Under certain conditions, the Board of Education may alter any of the above regulations, as each case brought to the Board of Education is treated on an individual basis.

**GRADUATION/COMMENCEMENT CEREMONY**

Following the end of the third marking period, the principal shall meet with the top ranked students of the graduating class to select the faculty member who will give the faculty charge at graduation. Recognition will be given in the program at graduation for academic achievement. Three asterisks indicate the highest honor students (3.75 GPA and above). Two asterisks indicate high honor students (3.50 to 3.74 GPA) and one asterisk indicates honor students (3.00 to 3.49 GPA). These GPA requirements must be met, and there will be no rounding up to compute GPA. Highest honor students will wear a gold cord, high honor students will wear a silver cord, honor students will wear a bronze cord. Qualifying National-Honor Society members in good standing will wear honor collars. Participation in commencement is a privilege and may be revoked for behavioral or other just causes. This will all be calculated in the 7<sup>th</sup> semester. Foreign exchange students will be allowed to participate in all senior activities, including commencement, but will not receive an official diploma from Byron Area Schools.

**COLLEGE ADMISSION- GENERAL REQUIREMENTS**

- A. MME (M-STEP)/SAT test will be given at Byron during a time as designated by the State. The test will be administered during their junior year. If a student wishes to take it again, then they will be financially responsible for the registration fee. This test must be taken to qualify for some state financial aid. Taking the test does not mean automatic qualification; a certain score must be obtained. However, without this test, a student cannot receive any state financial aid.

- B. Applications for college can be obtained from the counselor, by writing directly to the college, or online. Usually, a non-refundable fee is charged per application. It is advised that applications be made no later than December of the senior year (earlier depending upon the program to be entered). A student will not be considered for financial aid until he/she has been accepted at a college.
- C. College financial aid may be applied for in several ways. The *Free Application for Federal Student Aid* form should be completed no later than January 31st of the year prior to entering college. To be eligible for federal financial assistance male applicants must show proof of Selective Service registration. They may be obtained from an Educational Opportunities Grant, a federal program that can be applied for on the same form. Other sources of financial aid are: Social Security, Veterans Administration, Vocational Rehabilitation, Social Services, and guaranteed bank loans. Many colleges have their own individual aid application forms.
- D. It is recommended that students take the Preliminary Scholastic Qualifying Test in the fall of their junior year. If possible, visit the colleges they are interested in and talk with the college representatives when they come to the high school. There is information concerning career choices and colleges in both the library and the guidance office for the students to study, as well as on [www.xello.world](http://www.xello.world) and other websites.

**GRADE POINT AVERAGE /CLASS RANKING**

All final semester grades, including classes taken for a second time will be used to determine class ranking, valedictorian and salutatorian status. All students in a graduating class have a class rank which includes grades received during the four years of high school. It is determined by scholastic average, a numerical representation of all grades received.

**GRADING**

The high school uses a letter grade to represent scholastic achievement. The grades are defined as follows:

- A Excellent
- B Above Average
- C Average
- D Below Average
- F Failing
- I Incomplete
- NC Credit Withheld
- P Pass

To establish uniform grade reporting procedures, the following grading scale will be used to determine student final letter grades:

LETTER	PERCENTAGE	
A	94	100
A-	89.5001	93.999
B+	86.5001	89.5
B	83.5001	86.5
B-	79.5001	83.5
C+	76.5001	79.5
C	73.5001	76.5
C-	69.5001	73.5
D+	66.5001	69.5
D	63.5001	66.5
D-	59.6	63.5
F	0	59.5

Semester grades will be computed by PowerSchool based on the average of two marking periods and a final exam. Semester grade computation will be explained by each teacher at the beginning of the semester. The semester exam grade shall never count more than 24% of the final grade. Please Note: *CLASSES THAT ARE ON-LINE OR*

*OVERSEEN BY A DIFFERENT SITE LOCATION (U OF M FLINT, BAKER COLLEGE, GCI, ETC) MAY ADHERE TO A DIFFERENT GRADING SCALE. High school credit and grade earned in middle school is not calculated into the high school Grade Point Average (GPA) but will appear on the student's final transcript.*

For computing semester letter grades, all "F" marking period grades will be assigned a percentage of 55%. Exam grades will not be adjusted.

Any student that has failed both marking periods must exhibit mastery of course content by attaining a grade of C+, or 78%, or better on each component of a comprehensive final examination. Students may also be required to demonstrate mastery through basic assessments used in the class that may include, but are not limited to, components such as portfolios, performance, papers, projects, and/or presentations. Exams shall be weighted for a range of 10%-20% for Middle School, and 15-24% for High School for the purpose of final grade calculation.

Below is an example of how a teacher may compute final grades:

Determine the weight to be assigned to each quarter and to the final exam. For example, each marking period might count 40% of the semester grade, with the final exam counting for 20%.

Quarter 1	= 40%
Quarter 2	= 40%
Semester Exam	= 20%
Total	= 100%

Incompletes should be changed to a letter grade as soon as possible. They should be converted to a letter grade no later than by the next card marking.

### **Request to Change a teacher's grade**

The following procedure is to be followed if a student and/or his/her parents request a change in a grade assigned by a teacher.

- A. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the principal/counselor is notified of the change.
- B. If the teacher does not concur in the grade change, the student or parent may request a meeting with the principal. The district's attorney may also be in attendance. If the student and/or parent comes to the meeting with an attorney without previously informing the principal that their attorney would be present, the hearing may be rescheduled to a date when the school District's attorney can also be present.
- C. The principal will chair the meeting and inform participants of the meeting guidelines:
  1. The student and/or parent will present reasons for the grade change.
  2. The teacher will present reasons for the continuance of the grade.
  3. The principal and attorneys (if present) may question both parties while both are there.
  4. Upon completion of the questions, the meeting will recess while the principal deliberates.
  5. The principal will reconvene the meeting with all parties present and announce his/her decision.

The principal's decision may be appealed to the Superintendent in accordance with the procedures described in Board of Education Policy 9130.

### **GRADING PERIODS**

Report cards will be issued as soon as possible after the close of each quarter. Parents/Guardians are encouraged to contact the school if they have a question regarding their student's progress. Parents are encouraged to utilize PowerSchool to continually monitor grades. <https://ps.byron.k12.mi.us/public/> Contact the counselor or secretary for a login/password if you would like to access PowerSchool.

### **ELIGIBILITY FOR ATHLETES**

#### **Guidelines:**

Eligibility will be pulled for all student-athletes after the completion of quarter one. Any student-athlete that has at least one failing grade for Q1 will be notified and subject to weekly eligibility pulls each Friday for Q2 (following a one-week grace period at the beginning of Q2). Any student-athlete with at least one failing grade on a weekly eligibility pull will be marked ineligible and will be unable to compete from Sunday through Saturday of the following week. The same system will be adhered to at the completion of Q3 for Q4 weekly eligibility pulls.

- An ineligible student will not participate in any interscholastic contest while ineligible.
- Eligibility is based on a per class basis not per credit.
- The Athletic Department will notify coaches of eligibility reports by the end of business on Friday afternoons.
- Teachers are not to change eligibility during the week unless a mistake in determining grades has been made.
- Student's withdrawing from dual enrolled courses may receive a failing grade from courses, making them ineligible by the academic eligibility guidelines for athletics.

### **Semester Eligibility:**

If a student receives a failing semester grade in one or more of their classes, they will be ineligible for the next semester. The counseling office will provide a list to the Athletic Director of students who will be ineligible for the following semester.

- Ineligible students (semester grades) may enter an Academic Performance Agreement with the Principal & AD's approval to regain eligibility. The student must have less than 2 failing grades to be considered for the Academic Performance Agreement.
- The Academic Performance Agreement stipulates that any weekly eligibility pull with a failing grade will result in two weeks of ineligibility. If the grade(s) are not brought up after those two weeks, the student-athlete can be removed from the team at the AD and/or principal's discretion.
- Grades from correspondence courses, night school and summer school may be accepted in place of grades that are D or lower providing the course content is similar and approval is given by administration and/or the counselor.

The cost incurred by a student taking correspondence, night school or summer school will be borne by the student or parents.

### **BUS RULES**

Riding the bus is a privilege; therefore, the following procedures should be reviewed and understood. Safety is first and foremost. Rules which apply specifically to buses are posted on the front of every bus. These are available upon request. Traveling to and from school, students are expected to adhere to the School Code of Conduct. Remember that bus rules apply "portal to portal." That means that school rules apply from the time a student leaves their house until they return at the end of the day.

- A. Students must comply promptly with the request of the bus driver including seating assignments.
- B. Students must always stay off the traveled roadway while waiting for the bus.
- C. Students may get off and on the bus only at the stop where they are specifically assigned to do so, unless given permission by the building administrator.
- D. Students wishing to ride home on a bus other than their assigned bus must have a note from home requesting such permission. This note needs to be brought to the school office and approved by the building administration. Authorization depends on space availability of requested bus and discretion of administration.
- E. Students shall always cross in front of the school bus.
- F. Emergency doors shall be used only for emergencies.
- G. Horseplay, hanging on/outside of, and riding on the outside of the bus is prohibited.
- H. Throwing objects at the bus, i.e., snowballs, stones, or rocks is forbidden.
- I. Blunt or sharp objects that might harm students are not allowed on the school bus.
- J. Horseplay, yelling, throwing things on the bus, or out of the bus windows, and extending body parts out of school bus windows is not permitted.
- K. Pets will not be allowed on the school bus.
- L. After boarding the school bus, students should remain seated until the bus comes to their stop.

M. Due to space constraints and safety concerns, students' sports equipment and large band instruments are not permitted, such as – skateboards, basketballs, bats, hockey sticks, etc.

### **Violations of School Bus Rules**

For the safety of every student who rides the bus, the bus driver must be given complete cooperation. Should a student choose not to follow the rules regarding the school bus, the following consequences will be implemented.

1<sup>st</sup> offense - Students will receive a written misconduct notice. This notice must be signed by the parents and returned to the building principal the following school day.

2<sup>nd</sup> offense - Students will receive a second misconduct notice. A behavior plan for the student, while riding the bus, may be created with input from the principal, bus driver, parent, transportation director and student. Students may lose bus privileges until satisfactory arrangements can be made through the transportation department.

3<sup>rd</sup> offense - Students will receive a third and final misconduct notice. A behavior plan for the student, while riding the bus, may be created with input from the principal, bus driver, parent, transportation director and student. Students may lose bus privileges for the semester or remainder of the school year.

The Principal has the right to deviate from the list if deemed necessary or warranted and may include out of school suspension for serious violations.

### **DRIVING TO SCHOOL (STUDENTS)**

The use of student operated motor vehicles for transportation to school is a privilege and not a right. The administration reserves the right to grant or deny permission to students to operate motor vehicles for transportation to school. When possible, students should avail themselves of the bus service provided and refrain from driving to school. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- A. Student driven vehicles must be parked in the student parking lot in areas assigned to students. Student parking will be on a first come first serve basis and there will be a \$5.00 vehicle registration fee regardless of when they are purchased. If a student loses his/her permit a new one must be purchased. The permit will be placed/displayed on the rearview mirror. Students who do not comply with the purchase of permits will be subject to disciplinary action. Permits are in place for security and safety measures. Permits will be issued out of the main office.
- B. Vehicles must be parked within the painted parking areas.
- C. Motor vehicles exiting the student parking lot must exit using the one-way drive by the park.
- D. A safe speed not to exceed 15 miles per hour is to be maintained when driving on school property. Students will refrain from unnecessary noise, racing motors, fast starts, and spinning or sliding tires.
- E. All school rules apply to the parking lot and students in vehicles.
- F. A motorcycle will be operated in the same safe manner as vehicles and the same rules applied. The parking area for motorcycles is next to the transportation building fence. Helmet laws must be followed.
- G. All signs applying to vehicles must be observed.
- H. Students must observe all laws regarding school bus stops and are not to pass school busses until they are at least one mile from the high school.
- I. Students must always operate vehicles in a safe manner.
- J. The rules for driving to school are strictly enforced. Students should be forewarned that any infraction of the rules could result in one or all of the following: loss of driving privileges, detention, and or referral to a police agency for action. Improperly parked vehicles may be towed at owner/operator expense.
- K. Tardiness, truancy, skipping, and other infractions are grounds for revoking a student's driving privilege.
- L. Students are not permitted to drive vehicles during regular school hours. Once the vehicle arrives in the morning it is not to be moved until the driver leaves school for the day.
- M. Vehicles must be vacated and locked immediately upon arrival at school. Students are not allowed to sit in parked vehicles.
- N. The parking lot is off limits to students during the school day and during lunchtime unless the student has permission from the office or the students' program necessitates driving.
- O. The administration reserves the authority to check the contents of vehicles parked on school grounds.

- P. The school will not be responsible for theft but will attempt to safeguard vehicles while on school property.
- Q. Student assistance is needed in maintaining surveillance and reporting problems in the parking area.

### **DRIVER EDUCATION**

To receive a driver's license at sixteen (16) years of age in Michigan, you must take Driver's Education. When available, this program is offered in the winter and summer and involves a three-phase progressive system. There is no graduation requirement or credit attached to this program. Students will be assessed a fee for Segment I of \$335.00 for students. Checks or cash must accompany the application form to be considered for the class. The fee for Segment II will be \$55.00 for students.

### **BELL SCHEDULE**

- Warning Bell: 7:25 a.m.
- 1<sup>st</sup> Hour: 7:30 - 8:25 a.m.
- 2<sup>nd</sup> Hour: 8:30 - 9:25 a.m.
- 3<sup>rd</sup> Hour: 9:30 - 10:25 a.m.
- HS Lunch: 10:25 – 10:55 a.m.
- MS SPARC: 10:30 – 11:00 a.m.
- MS Lunch/HS SPARC: 11:00 – 11:30 a.m.
- 4<sup>th</sup> Hour: 11:35 - 12:30 p.m.
- 5<sup>th</sup> Hour: 12:35 - 1:30 p.m.
- 6<sup>th</sup> Hour: 1:35 - 2:30 p.m.

### **VISITORS**

Due to increased security, student visitors are not allowed. Parents are welcome to visit, however for safety and scheduling purposes, parents visiting the building for a length of time other than the pickup or drop off of materials are asked to prearrange a meeting with the appropriate staff member no less than 24 hours prior to the visit. A background check may be required prior to the visit.

### **CLOSED CAMPUS**

**In order to ensure student safety, the Byron Middle and High School campus is closed. If a student leaves campus during the school day, they may only return with a doctor's note.**

### **ATTENDANCE POLICY**

In the State of Michigan, attendance is compulsory until a student graduates or reaches 18 years of age. As such, students are expected to be in school all day. The Board of Education believes that attendance and punctuality habits are particularly important for high school students. The Board authorized the Superintendent and building principals to develop rules, procedures, and regulations for this policy's implementation. Students enrolled in Byron Middle School and High School are expected to be in attendance each day that school is in session, except in cases of illness or other situations of a personal nature that would be interpreted as an excused absence. Any student found outside of the classroom without a valid pass from their teacher will receive a verbal warning and further offenses may result in an after-school detention.

### **Rules and Regulations**

Therefore, the following rules and procedures govern attendance of Byron Middle and High Schools. Exceptions to the following rules and procedures will be made only at the discretion of the building principal or superintendent.

- A. A student who is absent more than 10 days in any class during each semester will not receive credit or a passing grade for that class unless the student has achieved a passing semester grade and has passed the final assessment with a 78% or better.
- B. When a student has missed five (5) days of any class, parent or guardian will be notified.
- C. When a student has missed over ten (10) days of a class, parent or guardian will be notified.

- D. A student who has more than ten (10) full day absences will be referred to the SRESB in accordance with truancy rules.

**Absences** - All absences count toward the 10 day absence total. The only exceptions for absences will be school activities, documented doctor and/or dentist appointments, and funerals.

If your child is absent, please contact the High School Office at 810-266-4620 on the day of the absence. Call the Middle School Office at 810-266-4422 by 8:25 a.m. on the day of the absence.

- A. Unavoidable absences, such as illness or death in the immediate family.
1. A written statement and/or confirmation in the form of a contact from a parent or guardian of the cause for such absence(s) must be made on or before the day the student returns to school. The note or confirmation should include: the student's full name, the date of the absence, the reason for the absence, parent's, guardian signature (if applicable), and phone number.
  2. Students are encouraged to bring a note on the day they return. If a note or confirmation has not been received in (3) three school days, the absence will be unexcused.
  3. If a student is absent from school for (3) consecutive days without notification from a parent/guardian, the school may contact the parent/guardian to confirm the student's well-being.
  4. Students are entitled to assistance of the teacher in making up work. One (1) class is given for each class of consecutive absence.
- B. Avoidable absences such as working at home, trips with parents or trips with parental permission and parent supervision.
1. Explanation, written or by phone, and permission by the building principal or Superintendent is required prior to the absence.
  2. Avoidable absences including vacations will require a written pre-excuse.
  3. Work may be made up.
  4. Plans for making up schoolwork must be made prior to absence.
  5. Doctors, dental and medical appointments should be made after school hours if possible. If it is necessary to leave the school for an appointment, the student must have a note signed by the parent or an appointment card brought to the office prior to leaving the building. Written proof from the doctor or dentist's office must be turned in for the absence to be considered a medical excuse. The student is responsible for making up any class work to receive credit.
- C. Prolonged absence as a result of a major medical problem treated by a medical doctor will be reviewed as a separate situation.
- D. Students with a doctor verified ongoing medical condition, on file, must renew the document at least once per academic year.

### **Unexcused Absences**

Unjustifiable absences such as skipping school, leaving a class or the school building without knowledge or permission of the office, or others not approved in advance by the building principal or Superintendent are examples of unexcused absences.

### **Responsibility of the Student**

Students are responsible for knowing all school attendance regulations.

- A. The student has responsibility for his/her attendance in all classes. It is the responsibility of the student to clear up all discrepancies pertaining to his/her absences or tardiness in a timely manner.
- B. The student will be marked absent if not present in his/her assigned class, no matter the reason for absence, unless specifically and individually permitted to attend a school activity, or specifically called out of class by a counselor, administrator, teacher, or other authorized persons.

- C. School related absences are not to be considered as absences in the accumulation count (e.g., field trips, athletic trips, student council, FFA, etc.).
- D. A written statement and/or confirmation in the form of a contact from a parent or guardian of the cause for such absence (s) must be made on or before the day you return to school.
- E. Make-up Work: All work missed due to an excused absence may be made up. After an excused absence, you will have as much time to make up the work you missed as the number of classes you have been absent. The first class back to school is counted.
  - 1. No make-up assignments are required to be given during regular class times.
  - 2. A student may report to his/her teacher either before or after regular class.
- F. The teacher may, and in most cases will, require that the work be made up if work is needed to understand the next sequential assignment.
- G. Daily Assignments given before the student was absent and due the day the student is returning will become due upon the student's return to class. This does not include portfolios, performances, research papers, projects, and/or presentations.
- H. In case of illness or prolonged absence (2 or more days), you may call the school and ask that assignments and books/work from your locker be collected for you. They may be picked up in 24 hours.
- I. Students who leave school early for any reason must check out in the office, even for pre-excused appointments. Permission must be obtained from building principal or his/her designee as well as parents or guardians.
- J. Pre-excused absences: Absences for vacation, hunting trips, etc. must be excused in advance of the absence by a note from your parent or guardian. These absences count toward the 10% absence limit. Arrangements for making up class assignments are the responsibility of the student.
- K. Skipping: Any student who skips a class, leaves school without school and parental permission, or is not where assigned, is considered skipping. Students who skip any class will be assigned an after-school detention equal to the number of hours the student missed.
- L. Suspended students are allowed to do their class work for credit. The suspended student is responsible for getting their assignments during their suspension period. The make-up work is due on the day they return to school.
- M. Tardiness: The responsibility for punctuality lies directly with the student. "Tardy" means to arrive a class after the tardy bell has started to ring. A tardy more than 5 minutes is considered an absence.
  - 1. Whenever a student has excused tardiness she/he must present a signed pass from another teacher, administrator, or office personnel.
  - 2. Students will observe each individual teacher's tardy policy.
  - 3. A 5<sup>th</sup> tardy for any one hour in a semester may result in an after-school detention. Two detentions can be assigned for a 10<sup>th</sup> tardy in any one hour in a semester. If a student receives a 15<sup>th</sup> tardy in any one hour in a semester, then Saturday detention, in school suspension and out of school suspension will all be considered.

### **Parent/Guardian Responsibility**

- A. Parents/Guardians are asked to take an active interest in their student's attendance habits. In the final analysis, the school can do little to help students maintain regular attendance without the full support of the home.
- B. The school believes that maximum achievement can only occur with regular attendance in all classes. Based on this, parents and guardians are urged to minimize requests for excused absences to go hunting, take vacations, work at home, or babysit younger brothers or sisters. These activities will be counted in their absence accumulation.

- C. Many of our students are minors. The school must hold itself accountable to the parents/guardians, informing them of the absenteeism of their minor children and working with them to correct conditions causing the absenteeism. Special consideration must be made for those students less than sixteen (16) years of age. Their lack of attendance constitutes the breaking of state law. When their attendance is poor, as defined by state law, the parents/guardians are held answerable to the courts (Michigan School Laws Compulsory Education MCL 380.1561).
- D. Students over eighteen (18) years of age are not required by law to attend school. The decision to attend or not is the parents or guardians. If the student chooses to attend school and to receive credit for the classes s/he must abide by the policies that govern the school, including those affecting attendance.

**DIRECTORY INFORMATION**

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 safekeeping of school records, including use of stipulated forms completed by the people requesting access. This policy is to conform to the Family Educational Rights and Privacy Act of 1974.

Mr. Brandon Chapman, Superintendent, is the District Records Officer responsible for the processing and maintenance of all student records. Administrative offices are at 312 W. Maple, Byron, MI 48418 or can be reached by calling (810) 266-4881.

**Military Recruiters**

Michigan law now requires that school districts make student directory information available to military recruiters. This information would include; name, address, email address, and telephone number. The only exceptions are when parents notify the school district in writing that they do not want this information released. If you choose not to have your student’s information released, please check this item on the INITIAL ENROLLMENT DATA SHEET and return it to the high school office.

**EXTRA CURRICULAR ACTIVITIES, DANCES AND SOCIAL EVENTS**

Club and Class sponsors are in charge and responsible for all extracurricular activities. The following steps are to be taken for official approval of all extracurricular activities. This applies to all classes, clubs, and student activities. No approval will be given, nor facilities or equipment authorized, unless these steps are followed.

- A. Discuss requests with sponsor(s).
- B. Obtain approval of the sponsor, organize committees, and outline activity details.
- C. Obtain approval of the principal and complete activity forms, two weeks prior to activity.
- D. After the activity is approved, work closely with the sponsor.

Byron High School and Middle School students are offered extra-curricular activities and are urged to participate. The following is a current activities list:

- |                                |                                 |
|--------------------------------|---------------------------------|
| Bowling-MS and HS (club sport) | JV Volleyball                   |
| Boys Golf                      | MS Football                     |
| Boys Soccer                    | MS Baseball (club sport)        |
| Cheerleading                   | MS Boys Basketball              |
| Cross Country                  | MS Cross Country (club sport)   |
| Drama Club                     | MS Girls Basketball             |
| FFA                            | MS Girls Volleyball             |
| Girls Golf                     | MS Softball (club sport)        |
| Girls Soccer                   | MS Wrestling (club sport)       |
| GSA                            | N.H.S. (National Honor Society) |
| Gymnastics (Co-Op)             | Student Council                 |
| JV Baseball                    | Varsity Baseball                |
| JV Boys Basketball             | Varsity Boys Basketball         |
| JV Football                    | Varsity Football                |
| JV Girls Basketball            | Varsity Girls Basketball        |
| JV Softball                    | Varsity Softball                |

Varsity Track & Field  
Varsity Volleyball

Wrestling

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements of the activity. Please contact the activity advisor for more information. Students must be present for ½ of the school day to participate in any extra-curricular activity that day. Pre-arranged absences are exceptions to this requirement (doctor appointment, funeral, court, or circumstance deemed excusable by administration).

#### **School Dances and Student Social Events**

- A. All dances must be approved by the principal at least one week before the proposed date of the dance.
- B. Attendance at High School dances is limited to Byron Area High School students. BHS students may bring a guest who is in at least the 9th grade, not older than 20, and approved prior to purchasing a ticket. Attendance at Middle School dances is limited to Byron Area Middle School students may not leave and return without the express permission of the teacher sponsor.
- C. All school rules are in effect. The event must conclude by 10:30 p.m. (except Snowball and Prom) except by prior special approval of the principal.
- D. Band/D.J. must be contracted through the principal's office. A contract is available to the school groups' president for this purpose. No Band / D.J. will be employed without a signed contract.
- E. Appropriate clothing must be always worn.

#### **NATIONAL HONOR SOCIETY**

The National Honor Society is a high school organization that recognizes students who reflect outstanding accomplishments in scholarship, leadership, service, and character. The selection process is as follows:

- A. Sophomores and juniors with a minimum cumulative GPA of 3.125 are sent an application form in the spring of each year.
- B. Application forms and teacher-rating sheets are collected for each applicant--these go to the Faculty Council, which consists of five teachers that have worked closely with most of the applicants.
- C. The Faculty Council makes the final selection of new N.H.S. inductees based on each student's leadership, character, and service. The N.H.S. advisor and the principal serve as ex-officio members of the committee and have no voting rights during the admission process.
- D. This selection procedure is prescribed by the National Council of the National Honor Society.

#### **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.

Material cannot be displayed if it:

- Is obscene, libelous, indecent, or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing, 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.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of school activities or outside activities will be permitted without the advance approval of the principal or his designee. A minimum of 24 hours' notice is required to ensure that the principal can review the announcement or posting. The school has central bulletin boards located inside and outside the offices, which may be used for posting notices after receiving permission from the principal or his designee.

### **WELL-BEING OF STUDENTS**

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 high 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 high school office. All medications, prescribed and non-prescribed, are to be delivered to the high school office and taken only with adult supervision. The high school 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.

### **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 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 signed consent form from parent or legal guardian.
- If a student must carry medication, such as an inhaler, a note from the student's doctor, and the completed parent/guardian permission form must be on file in the office. Violations will result in disciplinary action.

A log for each medication shall be maintained in the office with the medication, which will note the assigned personnel giving the medication, the date, and the time of day. Each entry will be initiated by the student. 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 any medication to a student without parental release.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office personnel will determine if the student should stay in school or go home. 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 high school office. Leaving school without permission is considered truancy.

### **BLOOD-BORNE PATHOGENS**

The district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents/guardians of these requirements ahead of time. That way, if the situation develops, you will understand the reason for our request and have a chance to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please call Mr. Brandon Chapman, Superintendent at (810) 266-4881.

## **IMMUNIZATIONS**

All students entering Byron Schools must satisfy one of the following requirements before admission:

- A. Completion of all immunization requirements; at least four (4) Diphtheria-Tetanus-Pertussis (DPT or DTaP) if the student is under the age of 15 with the last dose received on or after the fourth birthday; if 15 or older, the student must have had a Tetanus-Diphtheria (TD) booster (due 5 years after last DPT dose); three (3) doses of Oral Polio Vaccine (OPV) with the last dose received on or after the fourth birthday; two (2) Measles-Mumps-Rubella (MMR) with two (2) doses on or after 12 months of age. Three (3) doses of Hepatitis B Vaccine and two (2) doses of Varicella (chicken pox) vaccine after 1 year of age or reliable history of disease. All children 11-18 years of age who are changing school districts or who are enrolled in 7<sup>th</sup> grade, one (1) dose of Meningococcal vaccine and one (1) dose of Tetanus/Diphtheria/Acellular Pertussis (DtaP) vaccine (if 5 years have passed since last dose of Tetanus/Diphtheria vaccine (Dtap, Td or DT)..
- B. Provide a signed statement from a doctor verifying that an immunization program is underway.
- C. Provide a signed statement from a doctor verifying that immunization is not possible for a medical reason.
- D. Provide a form signed by the parent and approved by the Shiawassee County Health Department stating that immunization interferes with the free exercise of the student's religious rights.

## **DISEASES AND PESTS**

### **Casual Contact**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

### **Non-Casual Contact**

In the case of non-casual contact communicable diseases, the school still has an obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. 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.

## **DRUG-FREE SCHOOLS- BOARD POLICY**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substances as defined by State statute or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or guidance office whenever such help is needed.

## **FOOD SERVICE**

The school participates in the National School Lunch Program and makes breakfast and lunches available to students daily. A la carte items are also available. Students may also bring their own lunch to school. No student shall be allowed to drive, be in a vehicle, or be in the school parking lot during the lunch period without specific written permission granted by the principal. Applications for the school's Free and Reduced-Priced Meal Program are

distributed to all students in the Byron Area Schools Newsletter. If a student does not receive one and believes that he/she is eligible, they should contact Food Service Department

To reduce the number of students and disruptions in the hallways during classes, no group drink breaks are allowed. However, drinks and snacks are acceptable in classrooms with individual teacher's permission. (i.e., **Computer labs will not allow water bottles due to equipment**). No glass bottles are to be brought into the school building. Breakfast is served before the school day starts. No breakfast or lunch charges are allowed. Weekly checks are greatly appreciated. The type of conduct demanded in a well-run public eating place is acceptable in the high school cafeteria.

When at the school store, students are to line up in an orderly fashion. No pop is to be sold during school, by order of the Federal Government.

### **TELEPHONES**

Students shall not be excused from class to place calls. Students may not use the phones in the office as a general rule, except with the expressed permission of the principal or his designee. Personal messages or phone calls from other than parents/guardians will not be accepted.

### **LIBRARY**

Byron High School library is available to Byron High School students for research and recreational reading. Books may be checked out for a three-week period and renewed for an additional three 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 checking out the book.

### **LOCKERS**

Students using a locker agree to the following conditions:

- A. The Board of Education reserves the right to inspect all lockers under its control. Further, the Board of Education deems it a proper function of school authorities to inspect all lockers in the school and prevent their illicit use for illegal purposes. The use of lockers is not an exclusion from inspections by the administration when the safety, health, and welfare of the entire student body is to be considered.
- B. The security and safety of the lockers are the responsibility of the student. The school will provide reasonable supervision for the lockers and their contents. **However, the school will NOT be responsible in any degree for lost or stolen articles.** The student must take the utmost care to ensure that the locker is properly locked when closed. Report all damages or thefts to the principal.
- C. The contents of the locker are the responsibility of the student(s) assigned to that locker. Nothing illegal should be kept in the locker nor should it be used for illegal purposes. Violation of this rule subjects the student to disciplinary action.
- D. Students will exercise care and good judgment in the physical upkeep of their lockers. No lockers may be defaced, painted, or otherwise decorated. Students agree to pay for any damages caused by avoidable or careless action. (ONLY APPROPRIATE PICTURES ARE ALLOWED).
- E. Damaged or defective lockers are to be reported to the main office.
- F. Lockers will be assigned through the high school office.
- G. Each locker will have a school combination lock. For uniformity, no other locks will be used unless given permission by the administration.
- H. Students are not to occupy lockers other than the one to which they are assigned. Sharing of lockers is not permitted.

\*\*Violation of the above rules will result in detention or a loss of locker privileges.

### **PERSONAL PROPERTY/STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. **The school will not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.** The school may confiscate such items and return them to the student's parents/guardians.

### **SCHOOL PROPERTY**

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.

### **SECURITY AND VIDEO SURVEILLANCE**

The Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring to protect District property, promote security and protect the health, welfare, and safety of students, staff, and visitors.

### **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. Students' privacy rights shall be respected regarding any items that are not illegal or against school policy. Locks are to prevent theft, not to prevent searches. No padlocks are to be placed on student lockers without permission of the building principal. No strip searches will be conducted by any school employee but by law enforcement officials, if deemed necessary. Anything found in 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.

### **FINES, CHARGES AND LOST TEXTBOOKS**

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. Failure to pay fines or charges will result in the withholding of grades, credits, fall enrollment and commencement ceremony.

### **NETWORK ACCESS AGREEMENT FOR STUDENTS**

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 the parent/Guardian – Student Acknowledgment of the Student Handbook, which defines the conditions under which the student may participate. This agreement may determine a student's ability to enroll in classes. Failure to abide by all 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. Users of the network understand and agree to the following:

- A. The use of the Network is a privilege that may be revoked by the district at any time for inappropriate use.
- B. The Student, his or her parents or guardians, and the district acknowledge that it is impossible for the district to restrict access to all controversial material on the Network. The district reserves the right to review any material stored in files or storage devices believed to be unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable.
- C. Any loss of security of an account or password should be reported immediately to any appropriate Network administrator.
- D. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted. Neither the District nor the Network will be liable for any direct or indirect damages (including lost data, information, or time) incurred in connection with the use of the Network. Use of any information obtained via the Network is at your own risk.

- E. There are many other uses, both appropriate and inappropriate, that do not appear here, and you must ask if you have questions about whether an activity is permitted.

Examples of Appropriate Use:

- Using educational games or simulations specifically assigned by a teacher
- Searching for information and using it to form your own digital work
- Using school software to complete teacher directed work
- Using email under the direction and supervision of a teacher for a school project

Examples of Inappropriate Use: (all will be dealt with under school discipline)

- Engaging in activities not approved or assigned by the teacher
- Plagiarism in any form
- Using school software for personal use
- Impersonating another user on the Network (using someone else's username and password)
- Reading and/or writing personal emails, chatting online, or instant messaging
- Use of non-school email accounts.

### **ONE:ONE ACCEPTABLE USE POLICY**

The use of Byron Area Schools' technology resources is a privilege, not a right. The privilege of using the technology resources provided by Byron Area Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Byron Area Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **INTERNET AND NETWORK USE RULES**

The district reserves the right to amend these basic rules and guidelines on a regular or as-needed basis. The following rules and guidelines apply:

- A. Access only places on the Internet, intended for appropriate information retrieval, correspondence, and communication. Appropriate is defined as suitable or proper in the circumstances, free of antisocial behaviors, pornography, and any form of abusive or obscene behavior.
- B. Follow the copyright laws dictated by current governmental regulations. Many things found on the Internet are public domain. Downloading pictures, videos, articles, or sound files should be subject to approval of school personnel.
- C. Visiting Internet sites that may charge for services, software, literature, or other products is against school policy and not allowed.
- D. Altering or defacing the district's web pages in any way will subject one to disciplinary action.
- E. Downloading of unapproved files, programs or applications is not allowed. Any downloading requires approval of school personnel who will check for acceptability, legality, and for possible viruses. Use or possession of hacking software is prohibited.
- F. In the case of accidental involvement with a questionable site or situation, consult school personnel.
- G. Representing oneself as another person on the Internet is not allowed.
- H. Personal profit gain by using the district's system is not allowed unless prior administrative approval has been granted.
- I. Follow all outlined federal, state, and local laws pertaining to the use of the Internet.
- J. Bypassing the Byron Area Schools' District web filter through a web proxy with a district device is strictly prohibited, regardless of whether you are on campus or off site.

### **COMPUTER WORKSTATION AND NETWORK RULES**

It is the sole intent of the school district policy to provide and maintain equipment and technology available to benefit students, staff, and community members. To maintain this standard and preserve equipment, the following rules apply:

- A. Treat all equipment with respect.
- B. Login or falsification as another user is not allowed.

## 1:1 ENVIRONMENT

The focus of the Chromebook program (for definition purposes, Chromebook refers to the actual device and any peripherals assigned to the student, i.e., charger) at Byron Area Schools is to provide tools and resources to the 21st century learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The Chromebook provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrate technology into the curriculum anytime, anyplace, any pace.

The policies, procedures and information within this document apply to all Chromebooks owned by the Byron Area Schools, and include any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

## CHROMEBOOK DISTRIBUTION AND COLLECTION

**Chromebook Distribution:** Parents & students must sign and return Byron Area Schools Acceptable Use Policy for Technology and 1:1 Environment before the device can be issued to their child.

**Chromebook Collection:** Chromebooks will be returned during the final month of school so they can be checked for serviceability. If a student transfers out of the Byron Area Schools during the school year, the Chromebook will be returned at that time. Students who graduate early, withdraw, are expelled, or terminate enrollment at Byron Area Schools for any other reason must return their individual school Chromebook on the date of departure. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Byron Area Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report being filed with local law enforcement. Furthermore, the student will be responsible for any damage to the Chromebook. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

## TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated location for an evaluation of the equipment.

- A. Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Chromebooks must be charged and ready for school each day.
- B. Students are prohibited from loaning out their Chromebook at any time.
- C. Students are responsible for taking care of and returning all accessories (chargers, etc.)
- D. Only labels or stickers approved by the Byron Area Schools may be applied to the Chromebook. Students are not to remove the district identification tag from the device. If the label somehow comes off, students are responsible to see school personnel immediately to get that replaced.
- E. Chromebooks that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing Chromebooks that malfunction.
- F. Chromebooks damaged from student misuse, neglect or accidentally damaged will be repaired with cost borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally. Students will be given information for purchasing private insurance to offset these costs.
- G. Other devices (phones, tablets, etc.) should not be charged through the USB ports on the Chromebooks.
- H. The Chromebook is school property and subject to inspection at any time without notice.
- I. Only use a clean, soft cloth to clean the screen, do not use cleansers of any type or paper products (as they may scratch the surface).
- J. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- K. Chromebooks should not be stored in cars (or anywhere else) where extreme temperatures exist.

- L. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Byron Area Schools. In general, personalization of school issued devices is prohibited.
- M. Do not lean on the top of the Chromebook.
- N. Do not place anything in or near the Chromebook that could put pressure on the screen.
- O. Do not place anything in the carrying case that will press against the cover.
- P. Clean the screen with a soft, dry cloth or anti-static cloth.
- Q. Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it could eventually break the screen.
- R. Chromebooks should never be carried by the screen; it is recommended the screen is closed whenever you are transporting your Chromebook.

#### USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. Students should always turn off and secure their Chromebook after they are done working to protect their work and information. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Use of the Chromebook is prohibited in the following areas/circumstances:

- A. Locker rooms
- B. Restrooms
- C. Any private areas used for the purpose of changing clothes
- D. Playgrounds
- E. Any other areas determined inappropriate by administration

#### **Chromebooks Left at Home:**

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. A limited number of additional Chromebooks will be available on a first-come, first-serve basis to check out. If a student repeatedly leaves their Chromebook at home, they will be subject to disciplinary action.

#### **Chromebook Undergoing Repair:**

Report any needed repairs to the designated area. Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

#### **Charging Your Chromebook's Battery:**

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations will result in disciplinary action. Chargers and cords are the student's responsibility. If a charger is brought to school, it is their responsibility to keep track of it. All chargers are asset tagged and identified to each individual student.

#### **Screensavers/Background photos:**

- A. Inappropriate media may not be used as a screensaver or background photo. NOTE: Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures offensive to any group will result in disciplinary actions.
- B. All school issued passcodes must be used and should never be shared. Should you feel your passcode has been compromised, please see an administrator about getting it changed.
- C. It is encouraged that the lock screen be set as a selfie or some type of personal identification

**Pictures and Videos:**

All students should be reminded that taking or having pictures and/or videos with or without permission could be subject to legal ramifications. Use of the camera and/or video should be used for educational and instructional purposes.

**Sound, Music, Games, or Programs:**

- A. Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
- B. Music is allowed on the Chromebook and can be used at the teacher's discretion. Internet Games are allowed at the teacher's discretion. Educational game apps will be available in the Byron Area Schools' Google Store.
- C. All software/Apps must be district provided.

**Software, Google Apps for Education, and Program Usage:**

Students will be using a variety of technology-based programs to enhance their learning experience. Many of these programs require parental approval for use with students 12 years of age and under.

**MANAGING YOUR FILES & SAVING YOUR WORK**

Changing of Chromebook settings is prohibited (exceptions include personal settings such as font size, brightness, etc.)

**Saving to the Chromebook/Home Directory:**

Students should not save work directly to the Chromebook; instead, students should save documents to Google Drive. Storage space will be available on the Chromebook—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

**Network Connectivity:**

Byron Area Schools makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Other networks: Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home or other locations.

**SOFTWARE ON CHROMEBOOKS****Originally Installed Software:**

The software/Apps originally installed by Byron Area Schools must remain on the Chromebook in usable condition and be easily accessible. Sometimes, the school may add software applications for use in a particular course. The licenses for this software require that it be deleted from Chromebooks at the course's completion. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

**Additional Software:**

Students are not allowed to load extra software/Apps on their Chromebooks. Byron Area Schools will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Students will not synchronize Chromebooks or add apps to their assigned Chromebook, to include home syncing accounts.

**Procedure for re-loading software:**

If technical difficulties occur or illegal software, non-Byron Area Schools installed apps are discovered, the Chromebook will be restored to its original settings. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and re-imaging.

**Software upgrades:**

Upgraded versions of licensed software/apps are available sometimes. Students may be required to check in their Chromebooks for periodic updates and syncing.

### **Hacking Software:**

Use or possession of hacking software is strictly prohibited, and violators will be subject to Byron Area Schools Student Handbook. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

### **COST OF REPAIRS AND STUDENT DEVICE INSURANCE TERMS AND CONDITIONS**

Students will be held responsible for ALL damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items will be charged the actual replacement cost.

The School District will offer Parents/Guardians an insurance option for student device damage expenses. It is a one-year plan with **a \$0 deductible** to cover **accidental** damage and theft of the device. This plan would cover the first occurrence. After the first occurrence, a student would be charged to fix or replace the device by a district technician. This self-insured model places the financial burden on the district to replace devices and to repair damaged devices (when practical). This Student Device Insurance premium:

- will cover one school year
- is non-refundable and
- will not be prorated

If a Chromebook is turned in for repair and the damage done to the device was reported or deemed intentional, the student will be charged for the repair regardless of having insurance or not.

- Cost for the insurance plan is a non-refundable \$25 (a \$10 late fee will be added if turned in after October 1).
- If your family qualifies for free/reduced lunch, the cost of insurance is \$10 (a \$10 late fee will be added if turned in after October 1).

The district self-insurance option for student devices does not cover any student device peripherals that are typically assigned to 1:1 participating students to include: (1) the device power cord and adapter and (2) the device case or cover. Parents and/or guardians will be responsible for the replacement value of these items (listed below) if lost, stolen or damaged beyond normal use. The Student Device Insurance terms and conditions are listed below:

Replacement and repair costs (without insurance or after the first claim) are as follows:

- |   |       |
|---|-------|
| • Chromebook full replacement:                          | \$300 |
| • Charger replacement:                                  | \$20  |
| • Chromebook repair (glass, home button, LCD etc.)      | \$80  |
| • Other Repair (camera, earpiece, headphone jack, etc.) | \$50  |

#### **Other amounts charged based on damages**

Parents/Guardians will pay the full amount if any malicious damage occurs to the device, or to replace a lost device. The insurance coverage is for accidental damage such as drops, falls, liquid spills, power surge and more. It provides protection against perils such as theft, burglary, robbery, vandalism, fire, flood, lightning, wind and hail. In the event of any claim, the student must report the incident to the school within 10 days. The student must also provide a detailed description of the events including how, where, and when the damage occurred. In the event of theft, a copy of the police report is required. The report must include the make, model, and serial number of the stolen device. You must also inform the school immediately as the device may be tracked and disabled. Power adaptors and other accessories are not covered by insurance. All replacement accessories must be purchased through the school to ensure quality.

NOTE: When the Chromebook and accessories are issued, it will be noted on the student check-out form whether the equipment is new or used. Once a student has damaged their Chromebook, they will be issued a replacement Chromebook at the cost listed above. The replacement Chromebook must remain at the school until the cost of damages has been paid. The student will be responsible to check out the Chromebook at the beginning of each day and to return it to the designated location at the end of the school day. The Chromebook will not go home until the

damages are paid or a payment plan is established, and the principal has approved the device to go home. There are many third-party insurance plans available, and some home-owner plans cover the device.

Upon graduating, students will be given an opportunity to purchase a Chromebook at a reduced price.

#### THEFT

If insurance is not purchased, students will be held responsible for their Chromebook if it is stolen. Chromebooks that are stolen must be reported immediately to the student's main office. The building principal will make the decision on police involvement. The Byron Area Schools may assist the students in retrieving the stolen property. However, if it isn't recovered, the student will be responsible for replacing the item.

#### PROTECTING & STORING YOUR CHROMEBOOK

##### **Chromebook Identification:**

Student Chromebooks will be labeled as specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- district D Label
- It is encouraged that the lock screen be set as a selfie or some type of personal identification.
- All Chromebooks and chargers will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

##### **Storing Your Chromebook:**

When students are not using their Chromebooks, they should be stored in their lockers. Nothing should be placed on top of the Chromebook, when stored in the locker. Students are expected to take their Chromebooks home every day after school, regardless of whether they are needed. Chromebooks should not be stored in a vehicle at any time.

##### **Chromebooks Left in Unsupervised Areas:**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, Media Center, unlocked classrooms, and hallways. Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it could be taken to the office. Students who are repeatedly irresponsible with their Chromebook may be subject to disciplinary consequences.

##### **Protective cases:**

It is recommended that students purchase a protective cover/carrying case for their Chromebook.

##### **The use of the Chromebook during the school day is not optional.**

Students who choose to opt out of taking the Chromebook home will still be required to use the Chromebook while at school. The student must complete all homework and assignments if they opt out of taking the Chromebook home. The student will check out their Chromebook from a designated location upon arrival at school and check in the Chromebook at the end of the school day. The student is still responsible for meeting the acceptable use policy requirements during the school day. If the Chromebook is lost, stolen or damaged during the school day the student will still be responsible. In the event the Chromebook is not checked in at the end of the day, the student will be responsible for the Chromebook as listed above. If you would like to opt out of having your child keep a Chromebook in his/her possession before/after school and would instead like it kept at the school and not be allowed to be taken home, please email your child's building principal or call your child's building.

### CANCELLATION OR DELAY

In the event that school needs to be canceled or delayed, an announcement will be made on the following stations.

#### **Radio**

WOAP/WAVE Owosso AM 1080 or FM 104  
WHMI Howell AM 1350 or FM 93.5  
WCRZ Flint FM 107.9  
WITL Lansing FM 100.7  
WFDF Flint WWCK Flint  
WDZZ Flint WFMK Lansing FM 99.1

#### **TV**

WJRT Flint TV 12  
WLNS Lansing TV 6  
WNEM Saginaw TV 5

#### **Phone**

School Messenger Alert

### DRILLS- FIRE AND TORNADO

**Fire Drill:** 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 out of the prescribed exit and remain in a group, at least 300 feet from the building. The teacher will be the last to leave the building, being sure that doors and windows are closed. The teacher will bring the class book 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 is sounded.

**Tornado Watch:** A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. 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 may be approaching. Staff shall close all classroom windows and doors and 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. A student is to be released only to his/her parents/guardians.

The P.A. will advise all students to proceed with the tornado-sighted procedure. The bell will be sounded in three short blasts several times. Students will proceed in an orderly manner to the hall outside their rooms, position themselves as evenly as possible in the hall and seat themselves. Teachers will proceed immediately to the halls to maintain strict order. If the sound of severe weather warrants it or a P.A. announcement asks for it, the students and teachers would fold their arms and drop their heads down between them to protect the face and head as much as possible. Regular bell means all clear, return to classrooms, P.A. may be used to give other instructions if needed.

### EMERGENCY EVACUATIONS OF SCHOOLS

The primary consideration in any emergency must be the safety of the students and staff. If an emergency occurs, a decision will be made to send students home or to a pre-selected site. Attempts will be made to notify parents/guardians by telephone and/or by radio or TV and the public address system will be used to inform all staff and students.

### DRESS CODE

The dress and grooming of Byron Middle and High School students shall be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether the student's clothing is appropriate for school or whether it will create an environment that is distracting to learning. Administrators, faculty, and staff members will enforce the dress code. The following guidelines have been established:

A. A reasonable cleanliness of the person and of wearing apparel is expected as a matter of health.

- B. Clothing, accessories, and grooming considered distracting, indecent, or inappropriate for the classroom and/or gym class will not be allowed.

Examples of unacceptable dress include, but are NOT LIMITED to:

1. All shirts, tops and blouses must always cover the midriff, back, sides, cleavage and undergarments including bra straps. All shirts, tops, and dresses shall have sleeves or shoulder straps that cover bra straps and other undergarments. Shirts and sweaters used as cover garments must NOT be see-through.
2. Shorts and skirts must be kept modest and adhere to the following guidelines:
  - a) APPROPRIATE LENGTH (thumb tip length)
  - b) NO spandex or compression shorts
  - c) NO undergarments shall be visible.
  - d) NO beach attire.
3. Clothing with holes above thumb tip length will not be allowed
4. Blankets or slippers
5. Clothing/accessories with unacceptable sayings or pictures including, but not limited to those that are profane, sexual, racial, homophobic, or reference alcohol, weapons, tobacco, or drugs.
6. Hats, hoods, or other head coverings are not allowed in the buildings
7. Shoes must be worn in school
8. No backpacks allowed in classrooms
9. Coats or jackets are not to be worn in class.
10. Students may not wear sunglasses in school.
11. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
12. Clothing must be the appropriate size. Excessively oversized and undersized shirts, sweatshirts, sweaters, pants, or shorts will not be worn.
13. Clothing not properly buttoned, zipped, and fastened shall not be worn.
14. Clothing may not disrupt the educational process. All final decisions rest with the administration.

**Students guilty of Violations of the Dress Code shall be subject to the following discipline:**

- 1<sup>st</sup> Offense – Student will be given a warning and asked to change. Parent/guardian may be asked to bring proper attire if needed.
- 2<sup>nd</sup> Offense – Student will be given a warning and asked to change. Parent/guardian will be notified and may be asked to bring proper attire if needed.
- 3<sup>rd</sup> Offense – One (1) after-school detention (ASD), and parent/guardian contacted regarding the violation.  
Parent/guardian may be asked to bring proper attire if needed or take the student home.
- 4<sup>th</sup> Offense– Two (2) after-school detentions, and parent/guardian contacted regarding the violation.  
Parent/guardian may be asked to bring proper attire if needed or take the student home.
- Subsequent Offenses – Progressive out-of- school suspensions

**CELL PHONES AND CHROMEBOOK USAGE (STUDENTS)**

Byron High School recognizes the potential value of electronic devices in the educational setting. Responsible use of Chromebooks, cell phones, and any other electronic device that can send and receive messages, photos and audio is permitted in common areas of the building, during passing time and a student’s lunch period. **Student use during school hours is considered a privilege, not a right. Byron Middle and High School will enforce a zero-tolerance policy to ensure adherence to the guidelines listed below.**

- A. Cell phones are NOT allowed in classrooms, bathrooms, or locker rooms. The middle school and high school are 1:1 with Chromebook devices, therefore cell phones are no longer needed in the classroom and interrupt the

learning process. Cell phones should remain locked in the locker except for lunch and passing time.

- B. There are certain behaviors related to cell phone and Chromebook use that are always unacceptable, not only during the school day, but in general society as well. Threats, unauthorized photos, “sexting”, plagiarism, cheating, copyright violations, etc. as well as social media during school hours, can all result in disciplinary consequences as well as potential legal charges. **Students will not record or post recordings of still or moving images of students or teachers without their permission.**
- C. During fire drills, emergency situations or when an adult is talking to them, the student must immediately put down the cell phone or remove his/her earbuds and address the adult or situation at hand.
- D. **Headphones, Air Pods, Earbuds, or any other listening device may not be worn during school hours, unless a teacher or staff member grants permission during instructional time or lunch.**
- E. Cell phones and Chromebooks are prohibited in emergency situations so as not to cause panic or distribute incorrect information. Parents are asked not to call the office to inquire as school personnel are managing the situation (whether it is a drill or actual emergency) at hand.
- F. Students are prohibited to use their cell phones for calling or texting while driving on school property (or otherwise).
- G. Use common courtesy in areas such as school assemblies, meetings, or office.
- H. Students who fail to adhere to the policy will relinquish devices without incident or conflict with any staff member. Failure to do so will result in progressive disciplinary action **for insubordination.**

Violations of the Cell Phone/Other Camera Devices Policy will result in disciplinary action as follows:

1st Offense-	Warning	Teacher log entry	Warning
2 <sup>nd</sup> Offense -	Warning	Teacher log entry	Warning/Teacher Contacts Home
3 <sup>rd</sup> Offense-	Confiscated	One (1) After-School Detention	On the third offense and all other offenses, phone will be confiscated.
4 <sup>th</sup> Offense -	Confiscated	Two (2) After-School Detentions	Given to the teacher and collected at the end of the day.
5 <sup>th</sup> Offense -	Confiscated	up to 1 Day Suspension	Parents will be notified of the issue and of the discipline for the infraction.

*At 6<sup>th</sup> offense, behavior will be recorded as persistent disobedience and will follow school handbook regarding discipline.*

*Telephones are available in all school offices for emergency student use and you are always welcome to call the school if there is a need to reach your child.*

**DISCIPLINE**

Depending on the severity, students who violate school rules may be assigned after-school detention, out-of-school suspension or expulsion.

**Students Rights of Discipline**

- A. A primary objective of the Byron Area Schools is the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about.
- B. The school is a community, and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy citizenship rights is to respect the community's rules and regulations. Violations of school rules and regulations harmful to others' rights and privileges cannot be tolerated.

- C. Administrators and teachers also have rights and duties. They are required by law to maintain a suitable learning environment, and administrators are responsible for maintaining and facilitating the educational program. Parents have responsibilities.
- D. This policy is designed to protect all members of the educational community in the exercise of their rights and duties and is based on humanitarian principles and ideals which recognize the dignity and worth of each student.
- E. The public schools have a responsibility for retaining each student if they can contribute to his growth and development. When one individual demonstrates that he is unable or unwilling to conform to school regulations, it becomes necessary to remove him from the group. If the facts reveal that a student is a distracting or disrupting influence on the school, exclusion from school may be in order.

### **AFTER-SCHOOL DETENTION**

Byron High School will provide an After-School Detention (ASD) program. The basic objective is to teach character education and behavior modification. With our teachers' help, these attributes will be worked on, and strategies will be suggested to change the behavior. ASD will be held for two (1) hours on Tuesdays and Thursdays from 2:40 p.m. to 3:40 p.m. (while school is in session).

Any student skipping an ASD will not be allowed to participate in such events as dances, athletics, class trips, etc. until the ASD is served.

#### After-School Detention Rules

1. Students will report to the ASD room no later than 2:40 p.m.
2. Students will complete behavior forms.
3. Refusal to do assigned written work to the satisfaction of the ASD supervisor will result in the student receiving an out-of-school suspension for the next day. If the student is suspended due to an unwillingness to work, they will still be required to make up the detention.
4. Students will finish all assigned work, or they will remain in ASD until all work is completed.
5. Students must follow directives of the ASD supervisor.
6. No food, pop, or candy allowed in the detention room.
7. Students will be given no free breaks. Students will make up any time they used to go to the bathroom at the end of ASD. Maximum of one time per detention.
8. Students will not lay their head down or prop their head up during ASD - This also includes sleeping.
9. Students are to remain seated and silent. Students will raise their hand to ask a question.
10. Students leaving early for an appointment will be required to make up the entire ASD.
11. Students may be released as early as 3:40 p.m.

If you do not report for ASD or arrive late, your parents will be contacted, and you will be suspended the following day. Students suspended from school will still be required to serve the original ASD.

- Failure to attend an ASD for the second time will result in an OSS for up to two days.
- Failure to attend an ASD for the third time will result in an OSS for up to three days.
- Failure to attend an ASD for the fourth time will result in an OSS for up to five days.

#### When Detention is assigned

- Knowing the rules is the student's responsibility
- It is the responsibility of the student to notify his/her parents or guardian of the detention
- The school is not obligated to furnish transportation to students who have been detained
- Detained students may be dismissed later than 3:40 p.m.
- Detention takes precedence over extra-curricular activities

### **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. In the event of the suspension 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.

Students who are suspended out of school may not participate and/or attend any after school activities. If a student has been suspended, they are not allowed on school property without the principal's authorization.

### **Appeal of Suspension**

Suspension of more than three (3) school days but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' notification of the suspension. The written appeal must contain the reason(s) that the suspension is being appealed.

- A. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- B. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
- C. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- D. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- E. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

### **PROGRESSIVE DISCIPLINE PROGRAM**

#### **Level 1 Violations:**

Level 1 Violations are generally dealt with by the classroom teacher or other staff member with full support of administration. Depending on the severity or repetition, a Level 1 violation may be reclassified as a Level 2 or Level 3 violation and the student immediately referred to administration.

#### **Level 1 Consequences:**

The following actions may be taken with consideration of the violation's severity and previous conduct of the student.

1<sup>st</sup> Offense – Handled by classroom teacher. Warning, log entry, and phone call to parents.

2<sup>nd</sup> Offense – Discipline referral form, administration may assign one (1) after school detention.

3<sup>rd</sup> Offense – Discipline referral form, administration may assign two (2) after school detentions.

4<sup>th</sup> Offense – Discipline referral form, administration may assign out-of-school suspension.

5<sup>th</sup> Offense – Discipline referral form, administration may assign out-of-school suspension, a behavior plan will be developed.

Repeat offenses may include the inability to participate in field trips or other activities.

Subsequent Offenses – Progressive out-of-school suspensions up to and including expulsion

The principal has the right to deviate from the list if deemed necessary or warranted.

- A. **Disruptive Behavior:** A student will not misbehave in a way that disrupts or obstructs the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another person constitutes disruptive behavior. Behavior is considered disruptive if a teacher is prevented from starting an activity or lesson.

- B. **Failure to Deliver School-Home Communications:** A student is required to deliver to his/her parent/guardian any progress reports, newsletters, permissions slips, flyers, and other written communications from school staff, whether separate or included as part of the agenda book. A student will also deliver any written communications from a parent/guardian intended for school staff.
- C. **Failure to Yield to a Staff:** When instructed by a member of the staff to stop what you are doing and discuss a problem or provide information, a student will not refuse or walk away.
- D. **Inappropriate Displays of Affection: Students** will not engage in activities such as kissing, handholding, or embraces of a personal nature.
- E. **Inappropriate Hallway Behavior:** A student will talk softly, will walk on the right side of the halls, and will not run in the halls. This extends to restrooms, stairwells, and other common areas.
- F. **Inappropriate Language or Gesture:** A student will not direct oral or written words, pictures, or expressions that are profane, insulting, or obscene towards any other student or that disrupts the educational process.
- G. **Needless Horseplay, Roughhousing, and “Play” Fighting:** A student will always keep hands and feet to him/herself.
- H. **Possession of Inappropriate Personal Property:** A student will not bring or otherwise possess any personal property prohibited by school rules or disruptive to teaching and learning.
- I. **Throwing Objects:** A student will not throw any type of object except for what is allowed under adult supervision (i.e., a game or physical ed. activity). A student caught throwing *ANY* object could be subject to a three-day suspension immediately.
- J. **Bathroom Etiquette:** one person allowed in a stall. No cellphones or Chromebooks allowed.
- K. **Disruptive Odor:** A student will not come to school with any odor on them or their clothing disruptive to the school day.

### **Level 2 Violations**

Most Level 2 violations are referred to an administrator and frequently will result in out-of-school suspension. Depending upon the severity or repetition, a Level 2 violation may be reclassified as a Level 3 violation. Law enforcement will be notified as needed. Students involved in a level 2 violation shall be subject to the following discipline:

**1<sup>st</sup> Offense**- up to Three (3) Days Out-of-School Suspension and Parent/Guardian Contacted

**2<sup>nd</sup> Offense** - up to Five (5) Days Out-of-School Suspension and Parent/Guardian Contacted

**3<sup>rd</sup> Offense** – up to Ten (10) days out-of-school suspension with possible recommendation to the Superintendent and/or the Board of Education for long-term out-of-school suspension or expulsion.

- A. **Bullying** - *see below for Bullying/Harassment/Intimidation information.*
- B. **Cheating:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. A student will not help or otherwise assist another student in any manner to cheat. Academic sanctions such as a lowered grade may be added to any additional consequences.
- C. **Defacement/Destruction of Property:** A student will not willfully cause defacement/destruction or damage to property of the school or others. Actions that impair the use of something are destructive. This includes actions such as: writing on/in or otherwise damaging school textbooks, library books, desks, or walls; carving on woodwork, desks, or tables; and otherwise marking on walls or other surfaces. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment or structures to the point where repair is necessary are examples of acts of property destruction. Students may be liable for the cost of damage.

- D. **Disorderly Conduct:** A student will not loiter or gather with other students at the scene of a fight (verbal or physical) or other violation of the Code of Student Conduct, even if the student is not actually engaged in the fight or other rule violation.
- E. **Disrespect toward an Adult:** A student will not make gestures, use oral or written words, or otherwise demonstrate disrespect towards adult staff members, volunteers, or visitors.
- F. **False Identification:** A student will not use another person's identification or give false identification to any school official, including substitute teachers, with intent to deceive school personnel or falsely obtain money, property or food.
- G. **Fighting/Hitting:** Or other aggressive behavior toward others (this area will be determined by any evidence of any type of confrontation between two or more individuals), will result in a suspension. Any student instigating a fight will be handled as though the student was involved in the fight and will also be suspended according to the following language.
- H. **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel.
- I. **Harassment** *see below for Bullying/Harassment/Intimidation information.*
- J. **Inappropriate Behavior During an Emergency Drill:** A student will follow all directions issued during an emergency drill and will always remain quiet unless spoken to by a staff member.
- K. **Intimidation** *see below for Bullying/Harassment/Intimidation information.*
- L. **Persistent Disobedience:** A student will learn from his/her mistakes, complete any assigned consequences, and avoid repeating the same inappropriate behaviors.
- M. **Profanity and/or Obscenity Toward Staff:** A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school staff members, adult volunteers or adult visitors.
- N. **Smoking or use of Electronic Nicotine Delivery System (ENDS):** Smoking by a student is not permitted at any time on school property, including the parking lots and pavilion area. Any student violating this regulation will be suspended from school. Smoking is defined as having tobacco or ENDS, in possession (lighted or unlighted), the exhalation of smoke, or sufficient evidence of smoking. Also including, but not limited to the sale or possession of paraphernalia such as: cigarettes/tobacco, chewing tobacco, lighters, matches, electronic smoking devices, pipes etc. The student is cautioned that his/her record in this matter is cumulative. Smoking marijuana is regarded as more serious than smoking cigarettes and treated with greater penalty (see code of conduct regarding drugs).
- O. **Theft or Possession of Stolen Property (Less than \$100 in Value)** - A student will not, without permission of the owner or custodian of the property, take property or have possession of property that does not belong to the student.
- P. **Trespassing** - A student will not enter the premises of the school and go to a location other than the location to which the student is assigned, without authorization from proper school authorities. This includes entering a classroom without authorization.
- Q. **Threat or Coercion** - A student will not threaten another person with bodily harm or coerce another person to act or refrain from acting. This includes threats made verbally, in writing, using hand signs or other gestures, or by the internet or email system. The severity of the threat will determine if it is a Level 2 or 3 violation.
- R. **Lying-** A student shall not lie to any adult when questioned about their involvement in any issue being investigated. Students may not make false claims against other students.

- S. **Insubordination/noncompliance:** A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein; refusing to leave a hallway or any other location when directed by a staff member, including custodial/maintenance staff; or running/walking away from school staff when directed to stop constitutes insubordination.
- T. **Personal Sales:** Students may not sell items on school property for personal gain.

### **Bullying/Harassment/Intimidation**

It is the policy of the district to provide a safe and nurturing educational environments for all its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Notification:** Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

**Implementation:** The Superintendent is responsible for implementing this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

**Procedure:** Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely based on an anonymous report. The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary

actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board annually.

**Non-Retaliation/False Reports:** Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited, and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior to get someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**Definitions:** The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the district.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivation, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school districts educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

**Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:**

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

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011) Policies on Bullying, Michigan State Board of Education, Model Anti-Bullying Policy, Michigan State Board of Education Adopted 12/20/04, Revised 5/21/07, Revised 4/19/12

### **Sexual Harassment**

1. **Verbal** - The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
2. **Nonverbal** - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
3. **Physical Contact** - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

### **Gender/Ethnic/Religious/Disability Harassment**

1. **Verbal** - Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
2. **Nonverbal** - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures towards fellow students, staff members, or another person associated with the district.
3. **Physical** - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the school. This includes intimidating or disparaging actions such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**Reporting of Bullying/Harassment/Intimidation:** Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should take immediately the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.
3. The student may submit a report in writing, by telephone, or in person. The reporting student should provide the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).
4. The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

**Responsibilities related to Bullying/Harassment/Intimidation:** Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly and honestly whenever they present harassment allegations or charges. Some forms

of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

### **Level 3 Violations**

Depending on the severity or repetition, a Level 1 or Level 2 violation may be reclassified as a Level 3 violation. All Level 3 violations are immediately referred to an administrator. Law enforcement will be notified as needed.

### **Level 3 Consequences:**

One or more of the following actions may be taken consistent with the severity of the violation and previous conduct of the student.

- Placement in an Alternative Education Program.
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation by a source approved by the administration.

### **Alcohol and Drugs:**

Memorandum to Parents Regarding School Board Policy on Drug-Free Schools: In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids, and dangerous controlled substances as defined by State statute, or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or guidance office whenever such help is needed.

**Use of Drugs:** The Board of Education recognizes drug abuse as a community problem. The cooperation of individuals, groups, or organizations in dealing with the problem is invited. The Board recognizes the responsibility to protect students not involved in drug use or abuse. Use of alcohol, drugs, or any illegal and potentially harmful substance will not be tolerated at any time. School property includes the parking lots and pavilion area. Any student violating this regulation will be suspended from school immediately. School control applies to the pupil as he/she travels to and from school and during lunch hour even though the student may not be directly on school grounds.

Drug and alcohol violations are defined in two parts; possession/use and sale or distribution.

**Possession or Use:** Students involved in possession or use of drugs shall be subject to the following discipline:

1st Offense- up to **Five (5)** days out-of-school suspension

2nd Offense- up to **Ten (10)** days out-of-school suspension with possible recommendation to the Superintendent/Board of Education for long-term out-of-school suspension or expulsion.

**Possible recommendation of contacting proper authorities.**

**Sale or Distribution:** Students involved in the sale or distribution of drugs shall be subject to the following discipline:

1st Offense- up to **Ten (10) days out-of-school suspension with possible recommendation to the Superintendent for long-term out-of-school suspension or expulsion as well as the proper authorities contacted.**

(Drug trafficking or drug transfers with or without the exchange of money or goods)

Periodic locker checks will be scheduled - Administration reserves the authority to, at any time, check the contents student lockers

**Policy for the Use of Breathalyzer:** Students at Byron Area Schools shall not possess or use alcohol on school premises or at school activities. Students attending school activities who have been using alcohol and/or are under the influence of it shall be considered in the same vein, regardless of the amount taken. Students that are suspected of using alcohol because of observable behavior may be subjected to taking a blood/alcohol

(Breathalyzer) test. Observable behavior can be defined as impaired speech, impaired coordination, glazed eyes, alcohol on the breath, or other information that makes for reasonable suspicion of alcohol consumption. Students found to have used alcohol shall be disciplined according to the school alcohol policy. Refusal to take the test for students that are suspected of using alcohol during the school day will result in the implementation of the discipline for alcohol use according to school policy on alcohol.

- A. **Drugs and Alcohol:** See above policies.
- B. **Arson:** A student will not intentionally, by means of starting a fire, cause harm to any person or property, or participate in the burning of any property or person.
- C. **Extortion:** A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.
- D. **False Fire Alarm or Bomb Report: Tampering** with the Fire Alarm System; False 9-1-1 Call. Unless an emergency exists, a student will not intentionally sound a fire alarm, cause a fire alarm to be sounded, communicate a false alarm, or destroy, damage, or otherwise tamper with a fire alarm system in the school building.
- F. **Felony:** A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.
- G. **Fireworks:** A student will not possess, handle, transmit, conceal, or use any fireworks, firecrackers, smoking devices, or any other dangerous item that is fire-related (i.e., matches, lighters, lighter fluid, gasoline, etc.).
- H. **Interference with School Authorities:** A student will not interfere with administrators, teachers, other school personnel, or adult volunteers by threat of force or violence.
- I. **Physical Assault:** A student will not physically assault another person. Physical assault is any action causing or attempting to cause physical harm to another through force or violence (MCL 380.1310[3][b], MCL 380.1311a [12][b]). This may also be classified as bullying and/or intimidation.
- J. **Robbery:** A student will not take or attempt to take from another person any property by force or threat of force, expressed or implied.
- K. **Sexual Assault and/or Criminal Sexual Conduct (CSC):** A student will not sexually assault another student as set forth in Chapter LXXVI of the Michigan Penal Code (MCL 750.520b to MCL 750.520g), or otherwise violate state statutes regarding criminal sexual conduct.
- L. **Theft or Possession of Stolen Property (Equal to or Greater than \$100 in Value):** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property that does not belong to the student.
- M. **Verbal Assault Against an Employee:** Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats will be investigated promptly by the building principal.

N. **Weapons – Dangerous Instruments:** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. This is any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Examples include, but are not limited to, chemical mace, pepper spray or similar substances, stun guns, BB guns, pellet guns, razors, box cutters, laser light pens, or knives of any type with blades under three inches in length. This may also include any caustic substance misused as a dangerous instrument (i.e., perfume or cologne sprayed or splashed in the eyes of another person), noxious gas, or any normal tool (i.e., sharpened pencil, sharp ruler, scissors, etc.) misused intentionally in a manner designed to cause harm.

O. **Weapons – Dangerous weapons:** A student will not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. Examples include a firearm, slingshot, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device (switchblade), iron bar, poison, noxious gas, explosive, incendiary, bomb, grenade, rocket/missile with propellant charge, mine, or brass knuckles (MCL 380.1313). A firearm, as defined in 18 U.S.C. Sec 921 means:

- Any weapon, including a starter pistol, which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device. A toy or look-alike gun will be treated the same as a real one.

### **Restorative Practices**

When considering a suspension or expulsion, all students will be considered as individuals and additional consideration will be given to each of the following factors: Student's Age; Student's Disciplinary History; Whether the Student is a Student with a Disability; Seriousness of Misconduct; Threat to Safety of Students and Staff; Whether District Plans to Use Restorative Practices; and, Whether Less Severe Punishment Would be Proper

### **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.

### **Due Process Rights**

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

#### **504. Students Subject to Short-Term Suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision.

#### **505. Students Subject to Long-Term Suspension and Expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her parent or guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion and/or to a request for reinstatement or to a request for admission after being permanently expelled from another district.

## **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**

506. 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:

507. The superintendent shall notify the President of the Board of Education of the recommended action by the school administration;

508. 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;

509. 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;

510. The superintendent shall notify the President of the Board of Education of his:

1. Affirmation of recommendation for expulsion
2. Modification of recommendation for expulsion
3. 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 case's determination. The hearing shall be conducted in accordance with the following rules and procedures: Written notice shall be given of the time, date and place where the hearing will be held. 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. A recording of the proceedings of the hearing will be made. 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. A decision by the Board of Education shall be rendered. 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.

### **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. Students under eighteen who leave school will be considered truant and the proper authorities will be notified. Students desiring to drop out of school are encouraged to discuss this with the principal and the counselor. A form signifying their official withdrawal from school must be signed before the attendance office drops

their name from their records. A student who has dropped out of school and wishes to re-enroll must make a personal application to the principal.

### **TRANSFER OUT OF DISTRICT**

If a student plans to transfer from Byron High School, the parent/guardian must notify the principal. Students transferring to another school must obtain a form from the office. This form must be signed by each teacher signifying all books have been returned and all debts paid. In this way, the student 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 due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school principal for specific details.

### **CIVIL RIGHTS – EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Byron Area Schools that no person shall, on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to: Compliance Officer(s), Byron Area Schools, 312 W. Maple Avenue, Byron, MI 48418.

## **BYRON AREA SCHOOLS BOARD OF EDUCATION**

### **GRIEVANCE PROCEDURE**

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

SECTION 504 OF THE REHABILITATION ACT OF 1973

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

**Title IX Grievance Procedure:** Any person who believes that they have been discriminated against or denied equal opportunity or that the Byron Area School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination in Employment Act of 1967, and (5) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Mr. Brandon Chapman  
Civil Rights Coordinator  
312 W. Maple Ave.  
Byron, MI 48418  
810-266-4881

**Section II - Civil Rights Coordinator:** The District's Civil Rights Coordinator is responsible for overseeing legal requirements of the laws identified in Section I and providing for proper administration of this grievance procedure. The Civil Rights Coordinator may also be contacted through the District's Administration Offices: c/o Mr. Brandon Chapman, Superintendent, 312 Maple Street, Byron, Michigan 48418-9797.

**Section III - Notice of Policy:** Notice of the existence of this procedure will be provided on a regular basis to students, parents of students, employees, visitors, and applicants for employment by placement of the procedure in student handbooks, on the district's online website, in conspicuous locations in each building, and distribution of the procedure to all staff and applicants.

**Section IV - Reporting and Investigative Requirements:** All responsible employees of the district must report all allegations of discrimination on the basis of sex, including sexual harassment, to the Civil Rights Coordinator even if the allegations may also raise criminal or other disciplinary concerns. The district will conduct an impartial

investigation of any allegations that fall within the purview of Title IX and/or that assert that sexual harassment has occurred, regardless of any criminal investigation related to the same or similar grievance or complaint. An impartial investigation may include interviewing all witnesses likely to have relevant information and provide the parties with the opportunity to present witnesses, other evidence and review relevant records. Criminal investigations may not eliminate the need for an independent investigation of Title IX violations.

**Section V - Remediation:** The District will make reasonable efforts and take reasonable interim measures to 1) prevent the occurrence or reoccurrence of any harassment, 2) provide a safe and nondiscriminatory environment for students, parents, employees, visitors and applicants for employment, and 3) to the extent provided by law without impeding the investigation, protect the confidentiality of complainants, the accused and witnesses. To the extent reasonably practicable, the district will take reasonable, timely, age appropriate and effective action designed to remediate the effects of any sexual harassment confirmed by the district's investigation on any complainant or others, to eliminate to the extent possible, any hostile environment that has been created, and to prevent the recurrence of any harassment.

**Section VI - Protection Against Retaliation:** This Policy and the laws in Section I prohibit retaliation against any individual who files a complaint or participates in an investigation pursuant to this procedure.

**Section VII - Grievance Procedure:** Any person who believes a valid basis for a grievance exists may discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. This complaint procedure applies to complaints by employees, other students, and third parties.

Any complainant may initiate formal procedures at any time before, during, or after the informal process has been initiated according to the following steps:

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator. The coordinator shall investigate the matters of grievance and reply in writing to the complainant within five (5) days. If the investigation takes longer than five (5) business days, the coordinator shall notify the complainant in writing within five (5) days and shall furnish the complainant with the reason for the delay and an estimation of when the investigation will be completed.

**Step 2**

If the complainant wishes to appeal against the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days of receipt of the coordinator's response. The Superintendent shall meet, when appropriate, with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) days. The district recognizes that, in certain circumstances, it may be inappropriate to require an alleged victim to confront the alleged discriminator/harasser. In these circumstances, the Superintendent will meet with the parties separately.

**Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet, when appropriate, with the parties concerned, and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The district recognizes that, in certain circumstances, it may be inappropriate to require an alleged victim to confront the alleged discriminator/harasser. In these circumstances, the Board will meet with the parties separately.

**Section VIII - US Department of Education Contacts:** A complaint may pursue the formal procedures (Steps 1-3) at any time before, during or after any informal process has been initiated. Anyone at any time may contact the U.S. Department of Education Office for Civil Rights for information and/or assistance at 216-522-4970. The local coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

## WHOM DO I CALL NEXT?

It is our intent to answer all of your questions and address any complaints as completely as possible with first-hand information. Please, if you have a question or concern, call the person most likely to have the necessary information to address the issue. If you have a problem that does not seem to be resolved, a follow up call can be made to the person listed below:

Classroom Questions .....	Teacher
Athletic Question (Player Related) .....	Team Coach
Teacher .....	Building Principal
Team Coach .....	Athletic Director
Athletic Question (Facilities Related) .....	Athletic Director
Counselor .....	Building Principal
Secretary of the Building .....	Building Principal
Bus Question or Problem .....	Transportation Supervisor
Athletic Director .....	Superintendent
Transportation Supervisor .....	Superintendent
Custodial/Maintenance Supervisor .....	Superintendent
Food Service Director .....	Superintendent
Building Principal .....	Superintendent
Business Manager .....	Superintendent
Superintendent .....	Board of Education President

## HOW TO REACH BYRON AREA HIGH/MIDDLE SCHOOL:

High School .....	(810) 266-4620
Middle School .....	(810) 266-4422
Athletic Office .....	(810) 266-5137
Business Office .....	(810) 266-4648
Superintendent's Office .....	(810) 266-4881
Web Address .....	<a href="http://www.byron.k12.mi.us">www.byron.k12.mi.us</a>