

BROWNSTOWN MIDDLE SCHOOL



BROWNSTOWN WARRIORS

An AdvanceED Accreditation School.

STUDENT NAME: _____

STUDENT/PARENT HANDBOOK

Welcome to Brownstown Middle School. Brownstown Middle School offers you a wonderful opportunity to grow and develop in a supportive and nurturing environment. We have an excellent staff that will facilitate your learning based on your effort and commitment to your education. We encourage you to participate in extra curricular activities and programs and hope that your experience at Brownstown is both successful and enjoyable.

BMS MAIN TELEPHONE NUMBER:

734-783-3400

PRINCIPALS:

Mr. Andrew Clark, Principal (ext.1205)
Mr. Roger Gurganus, Assistant Principal (ext.1206)

ADMINISTRATIVE ASSISTANCE:

Ms. Wendy Haverty, Sec to the Principal (ext.1202)
Ms. Gina Gaglio, Sec to the Asst Principal (ext.1201)

COUNSELORS:

Ms. Lorie Holder, 6th grade Counselor (ext.1212)
Ms. Heather Setlock, 7th grade Counselor (ext.1211)
Mrs. Sandra Ruehle, Counseling Sec (ext.1210)

BOARD OF EDUCATION:

Mr. Mark Greathead, WBSD Superintendent
734-783-3300

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principals.

**Additional information can be found on the Brownstown Middle School through
the district website at www.woodhaven.k12.mi.us.**

MISSION OF THE SCHOOL

“Engage, Enlighten, Empower”



EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Stacy Peterson
Curriculum Director
(734)783-3300

*Complaints will be investigated in accordance with the procedures as described in Board Policy 2260.

*Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation.

*The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SECTION I – STUDENT WELL-BEING

School safety is a responsibility of all members of the learning community. All staff members are familiar with emergency procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed that is updated yearly, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs to the School Office.

COUNSELING OFFICE

The services offered by the guidance department are varied and extensive and fall generally into three areas: academic, career, and personal planning. Students are encouraged to get to know their counselor and seek their assistance in these three areas. All students should work with their counselor when scheduling; counselors can help students to select courses that will best meet their needs, abilities, and career plans.

Sometimes, counselors can offer suggestions which will help students succeed in those chosen courses. They will explain and answer questions about prerequisites, credits, honor points, graduation requirements, attendance, and other school policies. Guidance services are available for every student in the school. In addition to assistance with educational planning, interpretation of test scores, career information, and academic concerns, counselors can also assist students with home, school and social concerns.

EMERGENCY PREPAREDNESS DRILLS

Fire and tornado drills at regular intervals are required by law and are an important part of our safety procedures. The teacher in each classroom will train the students for each emergency situation. It is essential that everyone follow the predetermined guidelines. We are required to run a certain number of drills each school year as dictated by the state of Michigan.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

INJURY AND ILLNESS

All injuries must be reported to staff 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 to go to the office. An administrator will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.



MEDICATION

Ideally, all medication should be given to students at home. If it is necessary for a student to take medication during school hours, he/she must take the medication (must have doctor or pharmacy directions with student name on prescription) to the main office. Only those medications which are necessary to maintain the student in school, and which must be given during school hours, will be administered. In order for school personnel to administer medication (even aspirin) to a student, the School District's "**Medication Authorization Form**" must be completed and on file in the school office. The "**Medication Authorization Form**" must be completed annually for students receiving ongoing medications. Students are NOT to carry or take medication of any kind during the school day on their own. **ALL MEDICATION PRESCRIPTION AND NON-PRESCRIPTION MUST BE ADMINISTERED THROUGH THE MAIN OFFICE.**

STUDENT SAFETY RESPONSIBILITY

1. Report all suspicious persons or activities to the office immediately.
2. Let staff know if you are aware of anyone bringing a weapon to school.
3. Try to keep our school drug free – let staff know immediately if you see someone with drugs, someone trying to sell drugs, or someone under the influence of drugs.
4. Let staff know immediately if you have information regarding anyone who talks about bombs/explosives, or makes a threat to use bombs or explosives.
5. Let staff know if you are aware of anyone who is talking about suicide, or expressing thoughts of hurting themselves.
6. Let staff know if you are being bullied and/or harassed, or if you are aware of someone else who is being bullied and/or harassed.

VIDEO SURVEILLANCE

For the safety and well-being of students and staff members, the school premises are under video surveillance.

VISITORS/UNAUTHORIZED PERSONS

Visitors, particularly parents, are welcome at the school. **EACH VISITOR MUST REPORT TO THE OFFICE** upon entering school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. An unauthorized person is one who does not have lawful business to pursue at school, or who acts in a manner that disturbs the normal education function of the school. The school administration has the right to seek the immediate removal of unauthorized persons from the school property. This includes students who are under suspension or expulsion.

VOLUNTEERS

All school volunteers must complete a "Volunteer Waiver Form" on a yearly basis. Volunteers of the Woodhaven-Brownstown School District will undergo a search via ICHAT (Internet Criminal History Access Tool) or other database prior to be allowed to participate in any activity or program. Any individual who volunteers and has access to students on a regular and continuous basis in the schools or on any school sponsored overnight activity shall submit to a criminal history records check through Live Scan Fingerprinting prior to being allowed to participate in any activity or program.

SECTION II – GENERAL INFORMATION

ACCIDENTS

Every accident that occurs on school grounds during the school day or at any school sponsored activity should be reported immediately to the person in charge and to the school office.

CAFETERIA COURTESY

1. Depositing all lunch litter in wastebaskets, and place recycled containers in boxes provided.
2. Leaving the table and floor around your area in a clean condition for others. No food may be taken from the cafeteria.
3. Book bags and sports bags are not allowed in the cafeteria during lunch.

During lunches, students are allowed to use **ONLY** the restrooms directly across from the cafeteria.



ELECTRONIC COMMUNICATION DEVICES

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the school be responsible for preventing theft, loss, or damage to cell phone or ECD/ESD brought onto its property. At no time will the office staff be responsible for searching for lost ECD/ESDs.

A student may possess a cell phone, electronic communication device, I Pod, MP3 or similar electronic storage device. During school hours the cell phone, other ECD/ESD or other electronic device including a camera **must remain off and in your locker unless expressly permitted by a teacher or building administrator.**

Therefore, electronic communication devices that are seen or heard during school hours will be confiscated and students will be *disciplined. Any confiscated device(s) must be picked up from the school by a parent or guardian. Any student who refuses to hand over a communication device when asked to do so by a staff member will be subject to disciplinary action.

UNPERMITTED CELLULAR PHONE OR ECD/ESD USE CONSEQUENCES:

First Offense: Device will be taken and held in the main office until school is dismissed + Warning from Principal

Second Offense: Device will be taken and held in the main office until school is dismissed + Lunch Detention

Third Offense: Device will be taken and held in the main office until school is dismissed + 1 hour After School Detention

Fourth Offense: Device will be taken and held in the main office until school is dismissed + 2 hour After School Detention

Fifth Offense: Device will be taken and held in the main office until school is dismissed +
Referral to Administration for Consequence & parent must come into the school to pick up phone from the Principal

FOOD OR BEVERAGE CONTAINERS

Beverage bottles and cans are not allowed out of the cafeteria. All bottles and cans are to be deposited in a box in the cafeteria. Beverages may be brought from home in a thermos or throw away container. Open containers in lockers bring ants and create a health or cleanliness problem.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

Restrooms may be used before and after school, between class periods and at the beginning or end of the lunch period. Students are expected to keep them clean. If a student is feeling ill, they should report to the main office. Do not remain in the restroom.

HALLWAY COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Leave the school building immediately after dismissal unless under the supervision of a teacher.

INCLEMENT WEATHER

When it's necessary to modify bus transportation or close schools due to inclement weather, tune to one of the following stations:

Radio: WXYT (am 1270), WWJ (am 950), WJR (760)

Cable: School Access Channel

Website: www.woodhaven.k12.mi.us

PLEASE DO NOT CALL THE SCHOOL

LOCKERS

Each student will be assigned a locker with a combination lock when school begins each fall. There is no charge for use of the locker, except if the locker is damaged. Students are advised not to share the locker combination with anyone.



Only the student(s) assigned to a locker are to have the combination. The student is responsible for the locker and school district property within the locker. All lockers are the sole property of the school district. Lockers are assigned to students for the purpose of storing supplies, clothes, and other items necessary for the student's education and physical well being. School authorities respect the rights of all students with regard to their property. Searches of lockers may be conducted, but will be limited to instances when:

1. Students are suspected of using their locker for an illegal purpose or when suspicion of law violation is present.
 2. Students are believed to be using their locker in such a way that would interfere with the learning atmosphere or the duty of school authorities. Periodic locker checks will be conducted to ensure that media books and other school property is returned.
 3. Students are using their locker to endanger the health and safety of other persons.
- School Administration has the right to and will search all lockers in an emergency situation.

PROCEDURE FOR LEAVING SCHOOL EARLY

No student will be allowed to leave school prior to dismissal time without consent of a parent, guardian, or emergency contact. Students will only be released upon verification of a photo ID. If a student must leave the building because of illness or any other emergency, a parent or designee (the designee must be listed on the student's emergency card) must sign out the student in the Main Office. Failure to follow the proper procedure will be considered skipping.

STUDENT PLANNERS

All students will be issued a handbook/planner in the fall at no cost. Student planners are used for recording assignments and for receiving hallway passes from a classroom teacher. Planners can also be used to foster communication between parents and teachers. There will be a \$5.00 charge for replacing or purchasing the handbook/planner. Planners can be purchased in the main office.

STUDENT VALUABLES/ LOST AND FOUND

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 cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. At no time shall the school be responsible for preventing or investigating theft, loss, or damage to student valuables. Students who find lost articles are asked to take them to the main office, where they can be claimed by the owner.

GUEST TEACHERS

Our school is fortunate in having capable people to help whenever our regular teachers are ill or attending conferences. A guest teacher's impression of BMS is important, and will be carried into the community. Be certain these are good impressions by being polite, helpful and considerate.

TELEPHONE CALLS/MESSAGES

Students may use an office phone in case of verified illness or emergency. Calls must be limited in their duration and students must ask permission to use the phone.

SECTION III – ACADEMICS/ATTENDANCE

REPORT CARD GRADES

The following scale will be used when calculating a student's GPA: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, E = 0.0

REPORT CARD CITIZENSHIP CODE GUIDELINES

OUR CITIZENSHIP GRADES ARE BASED ON THE FOLLOWING CODES:



1-Excellent All of the following:

Never breaks rules or regulations of the school or classroom
Responsible, Courteous, Helpful
Attentive and uses time wisely
Displays respect for authority and the rights of others
High participation level in school and classroom activities, projects, and discussions
Always prepared for class

2-Good Most of the following:

Abides by school rules and policies
Participates in school and classroom activities, assignments, and discussions
Helpful to BMS staff and students
Gets to class on time
Positive attitude
Prepared for class

3-Acceptable Some of the following:

Abides by school rules and policies most of the time
Usually participates in school and classroom activities, assignments, and discussions
Is punctual with school work and attendance most of the time
Usually shows an awareness of common courtesy and rights of others

4-Needs Improvement One or more of the following:

Rarely contributes to class activities and/or discussions
Occasionally ignores the rights of others
Is sometimes disrespectful and rude
Occasionally violates a school/classroom policy
Sometimes tardy

5-Unacceptable One or more of the following:

Disrespectful and rude
Disregard for personal property
Ignores the rights of others
Has been caught in the act of cheating or being dishonest
Is not punctual or regular in attendance
Does not demonstrate a workmanlike attitude

STUDENT ACHIEVEMENT...

1. Principal's Award – grade point average of 4.0
2. Honor's Award – grade point average of 3.30-3.99.
3. A ribbon of Achievement is given to every student obtaining a 4.0 for the first and second card markings.
4. An Honor Roll Breakfast will be held for students achieving a 3.30 or higher grade point average for the first and second card markings

Student grades and assignments can be accessed at any time via ParentPortal at www.woodhaven.k12.mi.us

WAYNE COUNTY TRUANCY PROGRAM – 15 DAY RULE

On the 15th absence from school, the school is required to contact the Wayne County Juvenile Court System and/or local authorities. Brownstown Middle School will make several *home contacts before the 15th absence. Days counted in the fifteen day rule are any days that do not have documentation as outlined below. **Parent call-offs and unexcused absences DO count toward the 15 days. Parent call-offs are counted as UNEXCUSED.** An excused absence is any **medical (M), funeral (F), court (C) or religious holiday (R)** documented absence approved by the attendance office. Excused absences with documentation **will NOT** count toward the 15-day yearly limit.

***Home Contacts:**

- A **"10 Day" letter** will be sent home to notify the parent/guardian that their child has reached 10 unexcused absences.
- At **12 days** our Brownstown liaison officer and/or School Administrator will make contact with the parent/guardian to discuss student's attendance.

TARDINESS

Classroom Tardies - when a student is in school, but arrives tardy to his/her assigned classroom, the following procedure will be followed:



First Offense – Teacher Warning

Second Offense – Teacher Warning

Third Offense –Detention issued by the teacher and Parent Contact

Fourth Offense – Detention issued by the teacher and Parent Contact

Fifth Offense – Administrative Consequence and Parent Contact

*Additional infractions will be addressed through a Teacher referral, Administrative Action and Parent Contact.

Late Arrival (to the building) - Students must be present a certain amount of time to be counted for attendance. Any student arriving 10 minutes or less will report to class and receive a tardy for that hour. Any student arriving more than 10 minutes late to the building after the building start time must report to the main office to be accounted for and will be marked absent for that hour.

ATTENDANCE & BEHAVIOR INCENTIVES

In order to encourage students to attend school, the following incentive program will be used.

A. Perfect Attendance:

Students who qualify will be invited to participate in an Ice Cream Social, which will be held during school hours.

Qualifications:

1. Students must have absolute perfect attendance.
2. Students must have no suspensions for the quarter. This includes in-house suspensions, out of building suspensions, and bus transportation suspensions.

B. Annual Attendance/Behavior:

All students who qualify will be invited to attend a trip to Cedar Point (or comparable outing) as planned by the Brownstown Middle School's administration and staff.

Qualifications:

1. Students who have accumulated three (3) days or less in absences throughout the entire school year.
2. Students must have no suspensions for the year. This includes in-house suspensions, out of building suspensions, and bus transportation suspensions.
3. If students are suspended after the initial list has been established, those students will not be allowed to participate. Students will not be allowed to participate in the annual outing if they are suspended.

SECTION IV – STUDENT ACTIVITIES

NATIONAL JUNIOR HONOR SOCIETY

In order for a student to be considered for membership in the National Junior Honor Society, several requirements must be met. A student must be in attendance at Brownstown Middle School for at least two consecutive quarters and earn a minimum cumulative grade point average of (3.500). The student must complete both a written essay on their character and citizenship, and the Student Activity Information Form, which lists their service and leadership experience. The Faculty advisor and selected member from the building will review each candidate's submitted information. Candidates receiving a simple majority vote by the members of the Faculty Council will be inducted into the Brownstown Middle School Chapter of the National Junior Honor Society in late spring.

ATHLETICS

Fall

7th grade football
7th grade girls' basketball
7th grade cross country**
7th grade cheerleading

Winter

7th grade boys' basketball
7th grade swimming**
7th grade wrestling**
7th grade girls' volleyball

Spring

7th grade boys' baseball
7th grade girls' softball
7th grade boys' track**
7th grade girls' track**

Please note: ** teams will consist of 7th and 8th grade students All students must have a current physical on file before trying out for the athletic teams.



EXTRA-CURRICULAR ACTIVITY GUIDELINES:

1. No smoking
2. No horseplay
3. Hard-soled street shoes are not allowed on the gym floor. Tennis shoes, crepe soled shoes or socks may be worn.
4. No one may leave the activity until it is over unless picked up by a parent.
All parents are urged to promptly pick up your youngster at the end of the activity.
5. No refreshments are allowed in the gym unless they are sold at the door by the athletics department.
6. Only Brownstown Middle School students may attend activities at Brownstown Middle School.
7. Students must be in school on the day of the activity.
8. Suspended or expelled students are not allowed to attend the activity.
9. Appropriate conduct will be required at the activity.
10. Students are to arrive at the activity no later than ½ hour after starting time and cannot leave before administrative approval (usually 10 minutes before the end of the activity).
11. All Student Code of Conduct rules and Dress Code Policies apply at all extra-curricular activities

SECTION V – SCHOOL DISCIPLINE

THE SCHOOL-WIDE DISCIPLINE PLAN

1. Keep your hands, feet, and objects to yourself.
2. Come to class prepared and on time.
3. Gum and candy are not permitted at Brownstown Middle School.
4. Follow behavioral instructions.
5. Running is only permitted in the gym

Consequences may include a warning, teacher designed consequence, parental contact, teacher-issued detention and/or office referral.

THE FIVE BASIC RULES OF BROWNSTOWN MIDDLE SCHOOL

1. Be Prepared

- Come to school with all textbooks, pencils, paper, assignment book and work that is needed to be turned in.
- Bring all gym clothes and lunch.

2. Be Ready, Be There

- Be ready to learn. Have eyes on the teacher, sit up straight, sit quietly. Fold your hands on top of your desk. Give the teacher your attention.
- Be on time. Have everything ready; pencil sharpened, homework and textbook out.

3. Be Respectful

- Stay quiet when the teacher is talking or when another student is talking to the teacher
- If a visitor enters the room, sit and wait quietly.
- If two teachers are talking in the hall, walk around them, not in between them.
- Always raise your hand to speak in the classroom.
- Respect yourself, respect the belongings of others.

4. Be Responsible

- Bring all you need with you to school.
- Bring all you need with you to class.
- Don't make excuses for yourself.
- Be in charge of your own behavior.

5. Be Safe

- Keep hands, feet and objects to yourself.
- Do not run in the halls
- Don't give into peer pressure to try something you know is wrong.

Students that exhibit these five rules will be rewarded through our Positive Behavior Interventions. These rewards include Knights of Honor coupons, food vouchers, assemblies, and other monthly awards. Consequences may include a warning, teacher consequence, parental contact, and teacher issued detention and/or office referral.



SECTION VI – Physical Education

PHYSICAL EDUCATION INFORMATION

Welcome to Brownstown's Physical Education program. To ensure all of our students the opportunity to be successful in our Physical Education program we have prepared this packet of important information for our students. We have discussed the contents with our classes at the start of each session and have asked that they discuss these rules with their parents. We would be happy to answer any questions from our students or from their parents at any time. This packet will act as a contract between the students, teachers, and parents for the time your student is assigned to P.E. Class.

GRADING PROCEDURES

Each student has an opportunity to earn up to 5 points every day. Students not participating in class activities and/or engaging in negative behavior can and will lose points.

1. Will receive 1 point for dressing in gym clothes.
That means you have changed out of your school cloths into a separate outfit just for gym or swim.
2. Will receive 2 points every day for completing the warm up run without walking and/or participating in the daily warmup stretches.
3. Will receive 2 points for participating in the daily class activity.

NEGATIVE BEHAVIOR CAN RESULT IN

4. Loss of up to 2 points for not participating in the daily class activity.
5. Loss of up to 2 points for poor sportsmanship.
6. Loss of up to 2 points for Disruptive behavior.

Please make yourself familiar with the following negative behaviors and the penalty for each occurrence.

1. Any breach of safety procedures that are dangerous to them or others - **immediate referral to the office.**
2. Unexcused non-participation in class activities – **referral to the office after the second occasion in one week.**
3. Failure to dress for class – **referral to the office after the second occasion in one week.**
4. Disruptive Behavior (behavior that stops the teacher from teaching or classmates from learning). **Lunch detention**
5. Unexcused tardiness to or from the locker room, or to the pool or gym.
 - 1-2 - **verbal warning**
 - 3 - **lunch detention**
 - 4 - **after school detention**
 - 5 or more – **office referral**

IMPORTANT

Students should know and discuss with their parents the following expectations.

1. Students enrolled in Physical Education classes are expected to dress for class every day. Students in gym and swim classes will be given five minutes at the beginning and about seven minutes at the end of each period to shower and dress. Students are expected to dress quickly and will not be excused for tardiness to the next class as a result of failure to do so. If you are in swimming class and for some reason cannot participate in swimming activities you will be expected to change into gym cloths (shorts/jogging pants, and a t-shirt, **"NO" gym shoes**).
2. Students in school but unable to participate in our daily activity will be excused from a loss of points if during class attendance time they present to the teacher a dated written excuse from a **doctor**. Notes from parents will not be accepted. **Please be sure to be specific about the dates to be excused.**
3. Students that miss school without an excused absence will lose their participation points for that day. Students that miss more than 15 days of participation in a trimester, which is not excused, will receive an unsatisfactory grade for the trimester.
4. Please take care of your possessions.



- A. Swim and gym clothes should be taken home for regular and frequent laundering. (We have the right to not allow students to wear clothing that is dirty and smelly)
 - B. Do not leave wet towels, suits, or soiled clothing on the floor when you leave the locker room.
 - C. **Lock your valuables in your locker.** (We are not responsible for anything lost or stolen, especially if it is not locked in your locker.)
 - D. Do not share your lock or lock combination with others. Leave your lock on your personal locker when you leave.
 - E. If your lock is not on your locker, you need to ask the adult in charge of the locker room if it was turned into them. If the lock that was assigned to you cannot be found by the end of the trimester you will be charged \$7.00 to replace the lock.
 - F. All jewelry must be left locked in your locker when in swimming and gym class. **Earrings must be taken out for safety reasons when in the pool. If your child wants to get their ears pierced please wait until after the trimester.**
 - G. **No glass containers** (cologne, shampoo, deodorant, etc.) allowed into the locker rooms.
 - H. **No Aerosol Spray cans** in the locker room. (Asthmatic reactions may be triggered because of these products).
5. Swim classes will be mixed and vigorous movement will be expected of our students so I strongly suggest that students wear a swim suit that is fitted correctly for class activities. Boys' suits must be lined with a support and have a tie string or belt. Girls' suits should either be a one piece or be designed to stay on the shoulder and in place during vigorous activities. (a little care can help stop embarrassing moments for both boys and girls)
 6. **Keep emergency gym clothes and shoes in a plastic bag in your locker for emergencies or days when swim classes meet in the gym. The opposite is needed for students in gym class in case your gym class meets in the pool.**

PE SAFETY RULES

- *Students are not to enter the pool or gym without a teacher present.
- *Students are not to leave the gym, pool, or locker room area without a teacher's permission.
- *Students are not to enter the gym equipment room without a teacher's permission.
- *Students are not allowed to use any equipment without approval of a teacher. Equipment needs to be used in the manner that it was designed to be used.
- *Running and horseplay is not allowed in the locker room or pool.

SECTION VII – TRANSPORTATION

BUS PRIVILEGE

Use of the Woodhaven-Brownstown School District provided transportation is a privilege. It is absolutely necessary that all students riding the bus conduct themselves in the best possible manner. Misbehavior aboard the bus is a very serious matter when up to seventy-eight lives are in the hands of the bus driver. **IT MUST BE REALIZED THAT ANYTHING THAT HAPPENS ON THE BUS TO DIVERT THE DRIVER'S ATTENTION FROM HIS/HER JOB IMMEDIATELY PUTS THE SAFETY OF YOUR CHILD AND ALL ON BOARD IN JEOPARDY.** District-provided transportation is an extension of the school, so student conduct requirements (see section V) apply and must be followed.

In order to ride a different bus, each student requesting a change in bus transportation must turn in a note dated and signed by a parent or guardian. The note must provide a contact phone number for verification, and must be turned in to the Assistant Principal's office in the morning. Permission may or may not be granted, and is at the discretion of the administrator.

TRANSPORTATION RULES AND REGULATIONS

A violation of the following rules and regulations may result in the suspension of transportation privilege for a period of time as determined by the administration.

1. Passengers are forbidden to do anything hazardous to the health and safe transportation of all passengers.
2. Spitting on the bus or out of a bus window is not permitted.
3. Passengers shall not throw any objects inside or outside the bus or at the driver.
5. Damage to the bus will result in payment for repair/replacement and suspension of transportation services for a period of time.
6. Passengers are not permitted to write on seats, side walls or the exterior of the bus.
7. Fighting, pushing, shoving and horseplay are not permitted.



8. The EMERGENCY DOOR is for emergencies ONLY.
9. Passengers are forbidden to use loud or undesirable language or gestures.
10. Passengers should not extend anything out of the bus window. Windows will be opened ONLY by permission of the driver.
11. Passengers are not permitted in the driver area at any time.
12. Passengers are required to stay seated at all times and shall not move to load or unload until the bus has come to a COMPLETE stop.
14. Do not make any contact whatsoever with the outside of the bus.
15. If a passenger must cross the road, the following procedure shall be used:
 - After exiting from the bus, move to the front of the bus in view of the driver. Look both ways for traffic. Check with the driver. Walk, do not run, in front of the bus when crossing the road.

NEVER ASSUME THAT VEHICLES WILL STOP FOR THE FLASHERS.

16. Eating, drinking or chewing gum is not allowed on the school bus. An exception may be made by the driver for special trips.
17. Passengers must not litter. Bus is to be kept clean.
18. Passengers must be at their designated stop FIVE MINUTES before the bus is scheduled to arrive. DRIVERS WILL NOT WAIT FOR LATE PASSENGERS.
19. Passengers may not bring anything on the bus that cannot be safely and comfortably held on the lap. NOTHING SHOULD BE PLACED IN THE AISLE, NEAR THE DRIVER OR AT THE EMERGENCY EXIT.
20. Passengers can be required to occupy assigned seats at the discretion of the driver. THREE students may be assigned to a seat if necessary.
21. Each passenger will board the bus, find a seat, sit down and remain in that seat for the entire trip unless directed otherwise by the driver.
22. Animals, reptiles or other pets are not permitted on the bus.
23. Do not attempt to reserve or "save" a seat for a friend.
24. Passengers must board and leave the bus at their assigned location. In an emergency situation, written permission from the parent and principal may allow a student to ride a different bus or get off at another existing stop. PERMISSION MAY OR MAY NOT BE GRANTED FOR MUSIC LESSONS, SCOUTS, ETC., DEPENDING ON AVAILABLE SPACE.
25. Passengers should expect to walk some distance to a bus stop. DRIVERS ARE NOT ALLOWED TO CHANGE STOP LOCATIONS.
26. At a bus stop, passengers will line up off the roadway and out of intersections when waiting for the bus.
27. If no one boards for three days at a single passenger stop, the driver will discontinue the stop until notified by parent.
28. Passengers must FOLLOW the direction of the driver at all times. Lack of respect for the driver will not be tolerated.
29. In the city, passengers will not be let off except at designated stops.
30. Radios and other electronic devices are not permitted on the bus and may be confiscated.
31. Avoid LOUD noises. Passengers are to talk in a normal, conversational manner. Shouting, yelling and screaming are inappropriate.
32. SILENCE IS MANDATORY AT ALL RAILROAD CROSSINGS.
33. **DRIVERS ARE NOT ALLOWED TO CHANGE STOP LOCATIONS.** Passengers will be picked up and let off at the designated stop. Request for bus stop location changes MUST be made in writing to:

***Remember: The bus driver is not ONLY responsible for the bus but also has complete authority to control the conduct of all passengers. All passengers must follow the above rules and regulations and any other instructions given by the driver to ensure the safety of all. If at any time, in the judgment of the driver, a student fails to follow instructions or violates bus rules and regulations, the driver will file a written Bus Conduct Report. This report will result in a warning notice to the parents of the violator or the suspension of transportation service. **DO NOT LOSE YOUR BUS RIDE.** Suspended students are not permitted to ride ANY Woodhaven-Brownstown School District bus while under suspension. Bus suspension is not a suspension from school; parents are required to provide transportation for their child to attend school in case of suspension.

Note: Dangerous Weather Conditions – When it is necessary to modify bus transportation or close schools due to inclement weather, tune to one of the following stations:

**Director of Support Services
Woodhaven-Brownstown School District
24793 Van Horn Rd
Brownstown MI 48134**



WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

CODE OF STUDENT CONDUCT

SECTION I: INTRODUCTION

The Woodhaven-Brownstown School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades K-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, substitutes, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping to formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

PURPOSE OF THE CODE

The Code of Student Conduct identifies standards of conduct needed to support the educational objectives of the school district and to protect each student's right to a safe, orderly, and productive learning environment. While reasonable rules and regulations regarding behavior are necessary for a safe and orderly school environment, the district affirms its commitment to support the efforts of all students to manage their own behavior.

Discipline procedures are necessary in order to protect the rights of each member of the school community. Therefore, effective student discipline can only be achieved through cooperation and a shared commitment among the school community.

Thus, the Code of Student Conduct has been designed to set forth student responsibilities. Upon a violation of the Code of Student Conduct, appropriate action is taken. When determining the appropriate action, school officials may use intervention strategies and/or disciplinary actions dependent upon the severity or repetition of the misconduct; age or grade level of the student; circumstances surrounding the misconduct; the degree upon which the health and safety of the students and the learning environment has been disrupted and any other mandatory or relevant factors.

A major goal of education is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The District asks that parents become partners in explaining and supporting this Code of Student Conduct.



WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- "At school," meaning 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.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school 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 to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. All of this information can be accessed on the internet through the parent portal. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from any staff member.

SECTION II: ATTENDANCE

PHILOSOPHY OF ATTENDANCE

The administration and faculty believe that classroom experience and teacher-student interaction are essential components of learning. The promotion of lifelong habits of self-discipline, good attendance, and punctuality is important in the development of a productive student and citizen.

The attendance policy is based on the State Law of Michigan which requires, "every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and eighteen (18) years shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the School District in which the child is enrolled."

PARENT/GUARDIAN RESPONSIBILITIES

If a student is unable to attend school or any part of the school day, it is the parent's responsibility to notify the school office by PHONE ON THE DAY of the student's absence. In those cases, when the call is recorded, the recording will be used to verify receipt of the phone call. The parent/guardian must call on the day of the absence.

ATTENDANCE DEFINITIONS

Absence: An absence is any day that a student misses school, including a parent call off, and will count towards the truancy definition.

Excused Absence: Any medically documented absence, funeral days, or other absence approved by administration will NOT be counted toward the truancy definition.

Suspended Absence: A suspended absence is an absence from class as a result of a violation of the Code of Student Conduct. Suspended absences will NOT count toward the truancy definition. A student on suspension may not attend or participate in any extra-curricular or school activities.

School Approved Absence: A school-approved absence is an absence from school or class initiated by the school or made necessary by participating in school activities or functions. School approved absences will NOT count towards the truancy definition.



Tardy: A tardy is when a student arrives 10 minutes late to class in the secondary buildings, or less than 50 minutes (per half day) in the elementary buildings. If a student arrives more than 10 minutes late for class, the student is considered absent and attendance will be recorded as an unexcused absence. Guidelines for excessive tardiness are addressed in each school's handbook.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

EXCESSIVE ABSENCES

- If a child accumulates 10 absences in a school year the building administrator will send a letter to inform the parent/guardian of this and of our concerns.
- If the child reaches 15 absences in a school year the building administrator will inform the local police department of a potential truancy issue. The police department will then contact or visit the child's home to discuss the truancy with the parents.
- Students who exceed 15 unexcused days of absence per year will be addressed through the Wayne County Juvenile Court System.
- Students who exceed 15 unexcused days of absences per school year may be considered for loss of course credit, considered for summer school, and/or retention. See WHS handbook for additional attendance rules.
- If the absences reach 20 in a school year, referrals must be made to the Local Police Department and possibly, the Wayne County Prosecutor's Office.
- Students or parents may appeal this procedure to the administration. This policy will be established at the discretion of the building administration.
- Students are expected to arrive on time and attend all assigned classes.
- Students are not permitted to leave the building without parent/guardian permission. If a student must leave school during the school day, the parent/guardian must sign the student out at the designated attendance office. When the student returns to the building s/he must report directly to the designated attendance office first.
- The day a student returns from an absence s/he must contact each teacher to arrange possible make-up assignments. If a student does not contact a teacher, s/he forfeits make-up privileges in that class.
- An attendance line is available to accept absence information 24 hours per day.
- We urge parents to consider school hours and the school calendar when planning medical and dental appointments or other pre-planned activities.

SECTION III: DISCIPLINE

DETENTION

Detention is immediately after school. Detention is used rather than suspension from class for minor violations of the student code of conduct or other minor behavioral problems. Transportation is the responsibility of the parent and all students need to be picked up immediately upon dismissal.

Detention rules are as follows:

- Detentions may only be rescheduled by a parent for medical/dental purposes prior to the date and time of the detention. Medical/dental documentation must be provided upon the student's return to school.
- Detentions must be served before students participate in any extracurricular activities, including athletics. (After school detentions will not be rescheduled for athletic or extra-curricular activities.)
- Students must sign in and will be assigned a seat.
- Students must do school work the entire time and they must bring the items necessary to do that work (pencils, paper, books, etc.).
- Students who do not have homework to complete will be required to read appropriate materials of their choice or read/review materials as provided by the after school detention supervisor(s).
- Silence must be maintained during the entire detention period. Food, beverages, phones, etc., are not allowed in detention.



- No restroom privileges will be allowed during the first half hour of detention. The restroom should be used before entering detention.
- Students must follow the Code of Student Conduct while in detention.
- Any detention that was not served due to an absence, out of school suspension or medical/dental reason must be served on the next available detention day.

Additional detentions may be requested by the detention teachers if proper behavior is not displayed. If the detention teachers have difficulty with a student during detention, the student will be directed to leave. The detention will not count and the student may be suspended. Failure to serve detention will result in further disciplinary action up to and including out of school suspensions.

IN-HOUSE SUSPENSION

In-house suspension is the suspension of a student from their school classes. The student is placed in the in-house suspension room instead of attending classes. In-house suspension is used when deemed appropriate (by administration), instead of an out of school suspension. In-school suspension is supervised by a paraprofessional and operated as a study period. During in-house suspension students must be separated, quiet and working on task. Students are expected to follow all in-house suspension rules. Any student who is removed from in-house suspension for failure to comply with rules or directions may be suspended out of school.

SECTION IV: DISCIPLINARY POLICY AND DUE PROCESS PROCEDURES

The Woodhaven-Brownstown School District Board of Education wants to ensure that students, staff and community a disciplined learning environment which is essential to quality education. Furthermore, the Board seeks to assure students that their rights as students and as citizens will be protected relative to disciplinary proceedings, student suspensions and expulsions. Keeping this in mind, the following restorative practice, suspension and expulsion policy, and due process procedures have been adopted. The initial judgment that a student has engaged in a prohibited act under this Code of Student Conduct shall be made by the building administrator. The Woodhaven-Brownstown School District in concordance with all applicable laws considers restorative practices with all students as a first measure of discipline.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in the paragraphs below.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the principal or Superintendent, then such action of reinstatement shall not limit or prejudice the District's right to suspend or expel the student following a decision by the principal or Superintendent.

VIOLATIONS AND RECOMMENDED CORRECTIVE ACTION

The prohibited acts and penalties listed below are applicable when a student:

- engages in a prohibited act on school property;
- engages in a prohibited act in a motor vehicle being used for a school related purpose;
- engages in a prohibited act at a school-related activity, function or event;
- engages in a prohibited act enroute to or from school;
- engages in a prohibited act involving another student who is enroute to or from school;
- engages in a prohibited act off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees or would endanger the proper functioning of the educational process; or, engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District.

The following outline represents corrective action for student conduct violations. The WBSD subscribes to a progressive discipline model. The corrective action for these violations has been approved by the Board of Education.



CORRECTIVE ACTIONS FOR TYPES OF SUSPENSIONS OR EXPULSIONS

Unless otherwise permitted by law, suspensions and expulsions will not be issued absent consideration of administrative interventions/restorative practices as detailed herein.

Code A	Administrative Intervention/ Restorative Practice	See definition(s)
Code B	Short Term Suspension	Up to ten (10) days
*Code C	Long Term Suspension	In excess of ten (10) days/ fewer than sixty (60) days
*Code D	Expulsion/ Permanent Exclusion	In excess of sixty (60) days

*Require approval of Superintendent and Board of Education

The Corrective Action range is for a single incident of the prohibited act. Repeated or multiple violations may result in more severe punishments or penalties including referral to the Board of Education for expulsion. This is consistent with the District's philosophy of progressive discipline.

Violation/Prohibited Acts

Corrective Action

Alcohol/Chemical Substances.....	Up to D
Arson.....	Up to D
Assaulting a School Employee.....	Up to D
Bullying.....	Up to D
Cheating/Scholastic Dishonesty.....	Up to B
Classroom Disruption.....	Up to B
Conduct Which Endangers Health, Safety, Welfare – Staff or Students.....	Up to D
Criminal Sexual Conduct.....	Up to D
Destruction/Defacement or Vandalism of School Property.....	Up to D
Discriminatory/Sexual Harassment.....	Up to D
Dress Code Violation.....	Up to A
Drugs/Narcotic Drugs/Look-A-Like substances.....	Up to D
Extortion, Coercion, Blackmail.....	Up to C
Failure to Serve Detention.....	Up to B
False Fire Alarms, Bomb Threats.....	Up to D
Fighting.....	Up to C
Firecrackers/Explosives/Chemical Substances.....	Up to D
Forgery.....	Up to B
Gambling.....	Up to B
Gang or Gang Related Activity.....	Up to D
Harassment/Intimidation.....	Up to D
Hazing.....	Up to D
Heckling or Display of Poor Sportsmanship or Manners in Public Assemblies.....	Up to B
Inappropriate Public Displays of Affection/Undue Familiarity.....	Up to A
Indecency.....	Up to C
Instigating or Participating in a Prohibited Act.....	Up to C
Insubordination.....	Up to B
Loitering/Skipping Class.....	Up to B
Malicious Mischief.....	Up to B
Physical Violence/Assault/Battery.....	Up to D
Possession of Drug Related Paraphernalia.....	Up to C
Possession of Inappropriate Items.....	Up to C
Presence in an Unauthorized Area.....	Up to B
Profanity or Vulgarity/Improper Communications.....	Up to B
Smoking/Tobacco.....	Up to B
Theft/Possession of Stolen Property or Possession without Owner's Permission.....	Up to C
Trespassing.....	Up to B
Unauthorized Sale of Food or Merchandise.....	Up to A
Unlawful Interference or Intimidation of School Authorities.....	Up to C
Verbal Assault/Threat.....	Up to D



Violation of Computer Acceptable Use Policy	Up to D
Violation of Driving Regulations (and Suspension of Driving Privileges).....	Up to A
Weapons: Dangerous Instruments.....	Up to D
Weapons: Dangerous Weapons.....	Up to D
Weapons: Look-A-Like	Up to C

ADDITIONAL NOTES

- A. Repeat offenses or serious incidents may result in more severe punishments or penalties including referral to the Board for expulsion
- B. The above rules and regulations do not include all conceivable student misbehavior that might result in administrative disciplinary action taken against a student.
- C. School authorities will immediately notify the appropriate law enforcement agency whenever school officials believe a student has committed a criminal act.
- D. Student disciplinary records are cumulative for any violation of the Code of Student Conduct which requires a suspension of nine (9) or more days along with documentation and shall be held throughout their entire enrollment within each respective school.
- E. If deemed appropriate by school authorities, a violation of these rules or regulations may result in immediate referral to the Board with a recommendation for expulsion.
- F. The length of a suspension within a code violation will be at the discretion of the building administrator.
- G. In-house suspension may be assigned at the discretion of the building administrator. The length of in-house suspension will be determined by building administrator.
- H. Where deemed appropriate, the building administrator may arrange for parents to attend their child's classes in lieu of suspension. The length of the parent attendance will be established by the building administrator.
- I. A student, while on suspension, shall not enter onto School District property. A student, while on suspension, shall not participate in or attend any school related activity, function or event, held on or off school property.
- J. A student, while on suspension shall be allowed to complete all work/assessment for full credit. A student, while expelled from school, may request the opportunity to complete all work/assessments for full credit.

DEFINITIONS OF VIOLATIONS WHERE APPROPRIATE

Alcohol/Chemical Substances – A student shall not manufacture, sell, handle possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverage or intoxicant of any kind. A student shall not inhale glue, aerosols, lighter fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

Arson – A student shall not burn, or attempt to burn, any tangible property or intentionally set a fire on school property or cause an explosion on school property.

Bullying– A student will not engage in bullying any student for any reason 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. The term “bullying” means any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following: (i) substantially interfering with educational opportunities, benefits or programs; (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or, (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school. "At school," means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. "At school" includes the off- premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District.

Cheating/Scholastic Dishonesty - A student shall not commit cheating which includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and representing it as one's own original work.

Discriminatory/Sexual Harassment - A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.)

Drugs/Narcotic Drugs/Counterfeit Substances – A student shall not manufacture, sell, possess, use, deliver, transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant, controlled substance,



counterfeit substance or a controlled substance analogue intended for human consumption. A student shall not sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance, nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance.

Extortion/Coercion/Blackmail – A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not secure, or attempt to secure, money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

Firecrackers/Explosives/Chemical Substances – A student shall not sell, possess, use, or deliver/transfer firecrackers, explosives and/or chemical substances that include but are not limited to any flammable or combustible material and/or device that is or can be ignited by flame, heat, electricity, gas and/or compression whether or not such discharge or ignition produces flame, noise, projectiles, smoke or fumes.

Forgery – A student shall not sign or use another's name without prior consent.

Gambling – A student shall not commit the act of betting money or other consideration on the outcome of a game, contest, or other event.

Gang or Gang Related Activity - A student is not allowed to participate in known gang activities. The school administration will address any student behavior appearing to represent gang affiliation or behavior. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a "secret society" is prohibited.

Hazing- The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t].

Harassment/Intimidation- A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.

Indecency - A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, in pictures, in caricatures or in gestures, which are offensive to the general standards of propriety.

Instigating or Participating in a Prohibited Act – A student shall not assist or help in a rule violation which causes a disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.

Insubordination – A student shall comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity.

Loitering/Skipping Class – A student shall not deliberately delay, hang around, lag behind, aimlessly idle in getting to an assigned destination.

Physical Violence/Assault/Battery – A student shall not intentionally cause or attempt to cause great physical harm to another through force or violence. Battery is defined as intentional non-permissible touching.

Possession of Inappropriate Items – A student shall not possess an inappropriate item that causes a disruption to the educational process.

Profanity or Vulgarity/Improper Communications – A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures.

Smoking/Tobacco – A student shall not smoke, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

Verbal Assault/Threat – A student shall not produce an oral or written communication of intent to cause harm or injury.



Weapons: Dangerous Instrument – A student shall not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A dangerous instrument is defined as 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.

Weapons: Dangerous Weapons – A student shall not possess, handle, transmit, or use a dangerous weapon in a weapons free school zone (As referenced in State Law MCL 380.1312 and 380.1313). A dangerous weapon is defined as any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar or metallic knuckles” or guns of any type, including air and gas powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives.”

Weapons: Look-A-Like Weapon – A student shall not possess, handle, or transmit any object or instrument that is a “look-a-like” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.)

A. ADMINISTRATIVE INTERVENTION/RESTORATIVE PRACTICES

Administrative intervention is a form of *restorative practice which may or may not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions, activities, events, etc.

The principal may require a student to remain after school providing the parents have been given at least one (1) days’ notice and have agreed to be responsible for their child’s transportation at the end of the detention period. The principal shall also ensure that there is adequate supervision of the student until such time as transportation arrives. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in an in-school restriction or an out-of-school restriction or an out-of-school suspension.

*Practices that emphasize repairing the harm to the victim and the school community caused by a pupil’s misconduct. These practices shall be considered as an alternative or in addition to suspension or expulsion.

Before suspending or expelling a student the following factors will be considered:

- | | | |
|-------------------------|---|--|
| 1. Student’s Age | 4. Seriousness of Behavior | 6. *Restorative Practices |
| 2. Disciplinary History | 5. Whether Behavior Posed a Safety Risk | 7. Whether lesser interventions would address behavior |
| 3. Disability | | |

*Restorative practice will be the first consideration for:

1. Class Disruptions
2. Property Damage
3. Theft
4. Interpersonal Conflicts
5. Bullying/Cyberbullying
6. Harassment

B. SHORT TERM SUSPENSION

A short term suspension is the denial of a student’s right to attend school, be present on school grounds, or attend any school function for a period of 10 school days or less.

DUE PROCESS PROCEDURE:

1. A short-term suspension may be imposed by the building administrator following an informal hearing involving the administrator and the student. At this meeting, the student is advised of the misconduct with which he/she is charged, the evidence supporting the charges and is given the opportunity to present his/her version of the alleged incident(s). At the discretion of the administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist in the resolution of the charges.

2. If, at the conclusion of the informal hearing, the building administrator determines that the student has engaged in misconduct, a short-term suspension may be imposed upon the student by the building administrator. The principal or his/her designee shall



inform the student's parent/guardian in writing and/or by phone and/or in person of the suspension and the reasons for and conditions of the suspension. The written notice of short term suspension is delivered to the parent and filed in the student's records.

3. If, at the conclusion of the informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents regarding the discipline shall be removed from the student's records.

4. An appeal of a short term suspension may be taken to the Superintendent by the affected student or his/her parents or guardians. The Superintendent shall review the determination of the building administrator. However, the filing of such appeal shall not serve to stay the imposition of the short term suspension imposed on the student by the building administrator. In the event the Superintendent determines from such review that the student has not engaged in misconduct, any record of same shall be removed from the student's records. The Superintendent's decision is final and not subject to further review or appeal to the Board of Education.

C & D. LONG-TERM SUSPENSION AND/OR EXPULSION

A long-term suspension is the denial of the student's rights to attend school, be present on school grounds, or attend any school function for a period of more than ten (10) school days and fewer than sixty (60) school days or more based on the student's misconduct.

Expulsion is the exclusion of a student from school for disciplinary reasons for a period of sixty (60) or more school days.

DUE PROCESS PROCEDURE:

1. A long-term suspension or expulsion may be recommended by a building administrator following an investigation of charges of misconduct by a student. Prior to the recommendation, the administrator conducts an informal hearing with the student and his/her parents or guardians where the student shall be advised of the misconduct with which he/she is charged, the evidence supporting the charges and is given the opportunity to present his/her version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist the resolution of the charges.

2. If, at the conclusion of the investigation and the informal hearing, the building administrator determines that the student has engaged in misconduct that warrants, based upon this code of conduct, a long-term suspension or expulsion, the building administrator shall recommend in writing that the student be so disciplined, identifying the basis(es) upon which his/her recommendation is founded, and forward such recommendation to the Superintendent. The building administrator may also, upon making such determination, impose an immediate suspension of the student, pending disposition of his/her recommendation by the Superintendent and the Board of Education.

3. If, at the conclusion of the investigation of the charges by the building administrator and at the conclusion of an informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the student's records.

4. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the Superintendent shall schedule a hearing upon the charges leading to that recommendation before him/her. In the event that the student is suspended by the building administrator, pending disposition of his/her recommendation, the Superintendent shall schedule the hearing within ten (10) days following the commencement of the student's suspension. The Superintendent shall notify the student and his parents or guardians of their opportunity for a hearing on the charges and the date upon which the hearing has been scheduled, requesting a timely response from either of them as to whether they wish to have such a hearing. The student and the parent(s) or guardian(s) shall be notified of:

- a) the charges against the student;
- b) the recommended disciplinary action;
- c) the fact that a hearing will be held before the superintendent of schools;
- d) the time, place, location and procedures to be followed at the hearing;
- e) the right to appeal any adverse decision of the hearing officer if the superintendent recommends a suspension of 10 or more school days or recommends expulsion.

6. If the student and/or parents and guardians do not elect to have such a hearing by failing to respond to such notice or if they affirmatively decline the opportunity for a hearing, the Superintendent shall review the recommendations of the building administrator and make a determination. This recommendation shall be reported in writing to the Board of Education prior to the next regular or special meeting of the board where it can be acted upon. The Board of Education shall authorize the imposition by the Superintendent of the recommended long-term suspension or expulsion, modify the discipline, or reject the determination with direction to the Superintendent as to the Board's disposition of the charges.

7. If the Superintendent does conduct the hearing on the charges, evidence in support of the charges shall be presented by the building administrator. All witnesses shall be sworn. The student may be represented by counsel and may present witnesses in his/her behalf as well as cross examine witnesses who testify in support of the charges. The formal rules of evidence as apply in courts of law shall not apply for purposes of such hearing. However, the Superintendent shall allow admission of evidence during the hearing. An opportunity for opening and closing argument shall be provided to both parties. Following the hearing, the Superintendent shall in a written report provided to the student and his/her parents or guardians, either dismiss the charges, modify the discipline, impose a short-term suspension, or refer the case to the Board of Education for formal imposition of a long-term suspension or expulsion. The parent is notified of their right to appeal the Superintendent's decision to the Board of Education in open or closed session.

8. In the event the Superintendent requests authorization from the Board of Education to impose a long-term suspension or expulsion, he/she shall provide such written report to the Board of Education prior to the next regular or special meeting of the Board where it can be acted upon. Included within such report shall be:

- a) a statement of the charge,
- b) the student's response to the charges, if any,
- c) a description of the evidence, including the names and witnesses and the substance of their testimony considered;
- d) copies of any written documents submitted by the parties or either of them in support of their arguments or positions;
- e) the findings of fact.

The Board shall review such report and shall, through an appropriate resolution, either authorize the imposition by the Superintendent of a long-term suspension or expulsion of the student, modify the discipline sought to be imposed by the Superintendent or reject the Superintendent's findings and conclusion. The Board shall direct the Superintendent as to the disposition of the charges appropriate to the Board's decision. Students who are recommended for expulsion or long-term suspension may appeal to the Board of Education in open or closed session. The Board may grant the appeal. This appeal, if granted, will not constitute another hearing, but be a careful review of all substantial facts which led to the final recommendation from the Superintendent.

9. If there is reason to believe that a student who has been charged with misconduct is handicapped, the Director of Special Education should be contacted by the parent/guardian or administrator to determine if an evaluation or other action should be conducted prior to proceeding with these due process procedures.

10. Voluntary Agreements of Discipline: At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian(s) setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian(s).

11. Suspended/Expelled Students On School Property Or Attending School Activities: A suspended or expelled student who enters onto school property or appears at a school activity, event or function without the permission of a building administrator shall be deemed to be trespassing and subject to further discipline including possible legal action.

12. Maintaining Class Progress: A suspended student has the right to maintain progress, when practical and in the judgment of the building principal, during the period of suspension.

COMPUTER USE POLICY AND PROCEDURES

The use of the Woodhaven-Brownstown School District's Technology and Internet access is a privilege, not a right. Inappropriate use may result in loss of that privilege as well as consequences defined in the Woodhaven-Brownstown School District's Code of Student Conduct. The administration of the Woodhaven-Brownstown School District will deem what is appropriate and their decision is final. The administration, faculty, and staff may request that the privilege be denied, revoked, or suspended for inappropriate use. Students and parents must review, sign, and return to the school yearly the school district's "Acceptable Use Policy."

The Woodhaven-Brownstown School District uses a filtering program which prevents students from accessing inappropriate areas on the Internet. The district's web browser accesses filtering software that complies with the Children's Internet Protection Act (CIPA).



DRUG FREE SCHOOL ZONE

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student.

The Board directs the school principals to conduct a routine inspection at least annually of all storage places.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the administration has reasonable suspicion that illegal drugs or devices may be present on school property.

STUDENT PERSON AND POSSESSIONS

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. A request for the search of a student or a student's possessions will be directed to the administration. A search will be conducted when there is a reasonable suspicion preferably with student agreement. A search will be conducted by an administrator in the presence of another staff member. When health and safety are immediately threatened a search will be conducted as soon as possible.

Search of a student's person or intimate personal belongings shall be conducted in the presence of another staff member and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The primary function of a school is to develop a student academically, socially, and emotionally. Student dress should not come into competition or conflict with this goal. Studies have shown that behavior is influenced by how students are dressed. Proper dress promotes a positive self-image. The style and manner in which a student dresses while he/she attends school shall be the responsibility of his/her parents.

The District, however, maintains the right to impose reasonable restrictions on dress for the following reasons:

1. If the style of dress or grooming is disruptive to the educational process.
2. If the style of dress or grooming is detrimental to the health, safety, or welfare of the student or other students with whom he/she attends school.
3. If the dress is of a type which may cause physical damage to school premises.

Any apparel, jewelry, accessories, notebooks or grooming which by virtue of color arrangement, trademark, logo, symbol, or slogan denotes membership in gangs or advocates drug, alcohol, or tobacco use, violence, disruptive behavior, vulgarity/profanity, or contains sexual connotation are prohibited. Any apparel deemed inappropriate by school standards or which endangers the health, safety, or welfare of students or staff is prohibited. The determination of appropriateness of attire will be made by the school administration.

DRESS GUIDELINES

HEADWEAR

(hats, visors, scarves, sweatbands, sunglasses, do-rags, etc.)

- The wearing of headwear is prohibited in the school building.
- Headwear must be in the student's locker, desk, cubbie, etc. during school hours.

****SHIRTS/SKIRTS/PANTS**

- Shorts and skirts must be no more than 5 inches above the crease in the back of the knee.



- Slits in skirts must be not more than 5 inches above the crease in the back of the knee.
- Rips in jeans and/or pants may not be more than 5 inches above the crease in the back of the knee.
- Pants shall be worn at waist level; no sagging of pants.
- Underwear must be fully covered.
- Thin pants, pajama pants or see through materials are not allowed.

***In the elementary schools, shorts are allowed in August, September, May and June unless otherwise designated by the principal.*

SHIRTS

- No tank tops or low cut tops.
- Shoulders must be covered with sleeves that cover the shoulder/upper arm.
- Necklines should expose no more than three (3) inches below the collarbone.
- No see through or mesh material.
- Shirts must be long enough to remain tucked in when arms are raised above the head AND no skin at the waist may show.
- Hooded apparel must not cover the head.
- Undergarments must not be visible.
- Shirts must be tucked in OR hang no longer than 5 inches above the crease in the knee.

COATES/JACKETS

- Jackets larger or bulkier than varsity jackets or trench style jackets are not allowed to be worn during the school day.

ACCESSORIES

- Chains, pointed rings, spikes, danglies, are not permitted in school.
- Footwear must be worn at all times. Slippers are not allowed. Flip flops are not recommended for the student's safety and for sanitary concerns.
- Bags and purses that create any safety concerns need to be stored in the students' locker, desk, cubbie, etc.

All items that are inappropriate or dangerous to others will be confiscated and returned to parents when appropriate.

STUDENT LEARNING INVENTORY: LEARNING STRATEGIES FOR STUDENTS

Visual Learners (Seeing)

- *Make outlines of everything!
- *Copy what's on the board
- *Use Graphic Organizer
- *Take notes, make lists
- *Watch videos
- *Draw maps & timelines
- *Color code words
- *Outline reading
- *Use flashcards
- *Use highlighters, circle words, underline
- *Use cool websites

Auditory Learners (Hearing)

- *Study with a buddy!
- *Talk to yourself: Retell what you just read or learned
- *Watch videos when possible
- *Repeating facts with eyes closed
- *Participating in group discussions
- *Use books on tape if possible
- *Use cool websites

Tactile Learners (Doing)

- *Study in short blocks of time
- *Shoot a hoop every time you answer a question
- *Act-out events in history
- *Take field trips, visit museums
- *Study with others
- *Use memory games
- *Use flash cards to memorize
- *Set-up scavenger hunts in your house to find answers to questions
- *"Finger-write" if you are listening to a lecture
- *Use cool websites

BE WARRIOR STRONG!



BROWNSTOWN MIDDLE SCHOOL



ACKNOWLEDGEMENT OF RECEIPT OF STUDENT CODE OF CONDUCT/ATTENDANCE POLICIES

Welcome new and current Warriors!

As we begin a new school year, we ask that you work hard daily and get involved! Our team of teachers strive to set high academic standards and our school offers a wide range of activities and athletics. The effort that you put into your education will determine the outcome. You hold the keys to your own future. We will show you the door; you just need to unlock it! Please make sure that you read your handbook thoroughly and may this year be enjoyable and productive!

-Mr. Clark & Mr. Gurganus, B.M.S. Administration Team

WAYNE COUNTY TRUANCY PROGRAM – 15 DAY RULE

On the 15th absence from school, the school is required to contact the Wayne County Juvenile Court System and/or local authorities. Brownstown Middle School will make several *home contacts before the 15th absence. Days counted in the fifteen day rule are any days that do not have documentation as outlined below. **Parent call-offs and unexcused absences DO count toward the 15 days. Parent call-offs are counted as UNEXCUSED.** An excused absence is any **medical (M), funeral (F), court (C) or religious holiday (R)** documented absence approved by the attendance office. Excused absences with documentation will **NOT** count toward the 15-day yearly limit.

***Home Contacts:**

- A **"10 Day" letter** will be sent home to notify the parent/guardian that their child has reached 10 unexcused absences.
- At **12 days** our Brownstown liaison officer and/or School Administrator will make contact with the parent/guardian to discuss student's attendance.

Parents/Guardians and Students:



To make the school year more productive and more satisfying, it is important to understand the rules and procedures of Brownstown Middle School. Please read the student handbook **CAREFULLY**. The rules you are about to read in this Student Code of Conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

Sign below and have your child return the entire page to his/her 1st Hour/Homeroom Teacher

I have further read the Student Code of Conduct and Attendance Policies along with my parents and we have discussed the appropriate behaviors expected of me.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

1st Hour/Homeroom Teacher _____ Grade _____

