

Student Handbook

MALTBY INTERMEDIATE SCHOOL

4740 Bauer Rd.
Brighton, MI 48116

Telephone: (810)299-3600
Attendance Line: (810)299-3688

Table of Contents

<i>General Information</i>	
Children Learn What They Live	4
Emergency Cards	14
Statement of Philosophy	7
Introduction	6
Lunchroom Program	12
School Closing	13
<i>School Use and Policies</i>	
Animals in the Classroom	11
Bicycles	12
Emergency Drills	30
Field Trips	12
Holidays and Celebrations	12
Lost and Found	14
Media Center	14
Medication at School	10
Money and Other Valuables	13
School Health Regulations	10
Textbooks	14
Volunteers	31
<i>Academic Program</i>	
Academic Reference Code	28
Behavior Code	29
Homework	27
Parent-Teacher Conferences/Report Cards	28
Parent-Teacher Groups	28
Student Class Assignment	30
Student Retention/Placement	30
Testing	30
<i>Services Available to Students</i>	
Recess	13
Services to Students	11
Student Pictures	31

Attendance	
Attendance	8
Absences/Tardies	8
Make-Up Work	9
Parents Moving	13
Student Arrival and Departure to and from School	8
Student Release During School Hours	9
<i>Student Discipline</i>	
Disciplinary Definitions	18
Dress Code	23
Due Process of Law	14
M.I. S. Code of Conduct	18
Expulsion Procedure	26
Matters Pertaining to Citizenship	18
Matters Pertaining to Controlled Substances	24
Matters Pertaining to Disruption of the Educational Process	22
Matters Pertaining to Property	20
Matters Pertaining to the Safety of Others	21
Preamble	14
Sexual Harassment	19
Student Appeal Process	27
Student Rights and Responsibilities	15
Suspension Procedures	25
<i>Transportation</i>	
Appeal Process and Restrictions	17
Consequences for Misconduct on the School Bus	16
School Buses Transportation Rules and Consequences	15
<i>Brighton Area Schools Acceptable Use Policy for Technology and Internet Access</i>	
Overview	31
Rights and Responsibilities	32

Children learn what they live

If children live with criticism,
They learn to condemn.

If children live with hostility,
They learn to fight.

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

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

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

If children live with encouragement,
They learn confidence.

If children live with praise,
They learn to appreciate.

If children live with fairness,
They learn justice.

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

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

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

Brighton Area Schools

Board of Education Offices.....	299-4000
Superintendent, Greg Gray.....	299-4040
Assistant Superintendent Human Resources	299-4090
Assistant Superintendent Finance, Maria Gistinge.....	299-4030
Assistant Superintendent Curriculum/Instruction, Dr Laura Surrey.....	299-4010
Special Education Director, Marci Moloney.....	299-4080
Brighton High School.....	299-4100
Scranton Middle School	299-3700
Maltby Middle School	299-3600
Hawkins Elementary School	299-3900
Hilton Elementary School.....	299-3950
Hornung Elementary School	299-4450
Spencer Elementary School.....	299-4350
Transportation Department	299-3890
Community Education	299-4130
LESA Special Education Department	1-517-540-6861

Introduction

Dear Parents/Guardians of Maltby Intermediate Students:

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

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

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

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

Yours in education,

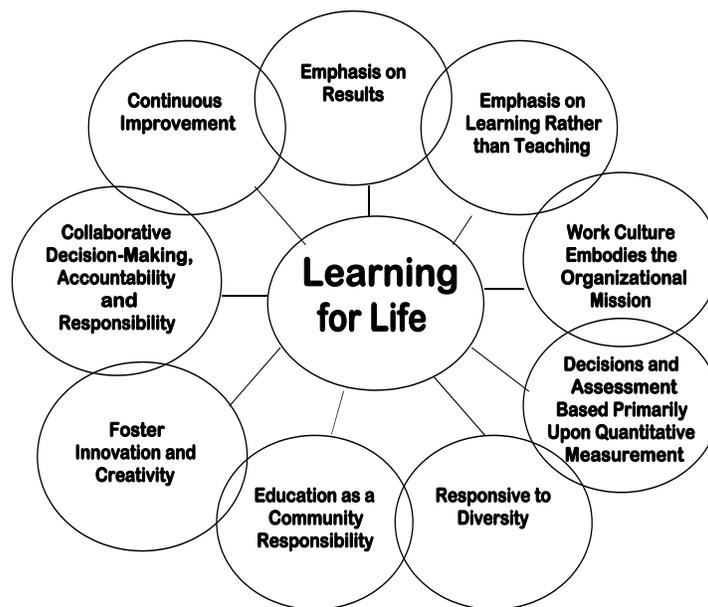
Maltby Intermediate School

Brighton Board of Education Statement of Philosophy and Guiding Principles

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

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

Guiding Principles



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

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

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

Mission Statement

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

Attendance Policy

Attendance in school is required by state law.

In accordance with the Compulsory School Attendance Law (MCL 380.1561), “every parent, guardian or other person in this state having control and charge of a child from the age of six to the child’s sixteenth birthday, shall send that child to the public school 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.” When a student is absent, the school requires a satisfactory explanation from the parent or guardian for each absence. The school may require a physician’s verification of illness when it is deemed necessary to confirm a student’s absence.

A student can, and will, be referred to the attendance office at the Livingston Educational Service Agency (LESA) for the following attendance violations:

1. Not properly enrolled in school.
2. Absent ten (10) consecutive days without notification.
3. Habitually truant from school.
4. Five (5) unexcused or twelve (12) excused absences in one semester.
5. Educational neglect/failure of the parent(s) to send the child to school
6. Numerous excused absences where there is reasonable doubt of the truthfulness of the excuses.
7. Continual violations could subject the parent(s)/students(s) to court action and penalties (Juvenile Court).

Absences

School attendance is the responsibility of the student and his/her parents. Punctual and regular attendance is very important. If an absence is necessary for any reason, please call the school attendance line (810-299-3688) during the morning of the absence, preferably before 9:00 a.m. If the parent/guardian fails to contact the school, we will make every effort to contact them.

Absences will be excused for the following reasons:

1. Illness
2. Serious illnesses or death in the immediate family
3. Medical or dental treatment **with doctor’s note**
4. Religious holidays
5. Absences due to suspension

Absences will not be excused for the following reasons:

1. Truancy

2. Missing the school bus, if applicable
3. Written or verbal contact from parent/guardian to explain your absence
4. Other reasons not specifically set forth above as excused

Make-Up Work

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

School Tardiness

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

Tardies will be excused for the following reasons:

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

Oversleeping does not qualify as an excused absence.

Classroom Tardiness

Classroom tardiness is defined as not being in your seat when class begins. Work missed must be made up. Tardies are accumulated on a quarterly basis.

Classroom tardiness will receive the following consequences:

First tardy: Verbal warning

Second tardy: Written warning by the teacher

Third tardy: One half-hour detention after school

Fourth tardy: One hour detention after school, referred to the administrator

Fifth and beyond: Considered chronic, referred to the administrator

Student Release During School Hours

In emergency situations where it is necessary for students to leave school during the school day, they will be excused through the principal’s office only, and must be called

for at the office. A sign in/out sheet will be located in the office. Students will be released only to the parent and/or guardian unless written verification is given to the person picking up the student and we have proof of their identity.

Student Release for Vacations

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

School Health Regulations

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Proof of immunization must be provided at the time of registration. Additionally, Board of Education Policy requires that all kindergartners have a physical examination prior to beginning school.

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

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

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

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

Medication at School

When possible, medications should be scheduled outside of the school day. However, we recognize the need for medication to be administered to students while they attend school. Medications need to be administered in compliance with existing state and federal regulations.

All prescriptions, non-prescription, and homeopathic medications shall be given only with a written order from the physician that shall include:

- Name of student
- Name of medication
- Specific dosage
- Route of administration
- Time(s) medication is to be given
- Special instructions pertinent to the child or medication
- Possible side effects of medication
- Emergency phone number of prescribing physician and parent

Written permission of the parent or guardian must accompany the physician's order.

Medication will only be dispensed from a pharmacist's labeled or over-the-counter manufacturer's container. The instructions and medication strength on a pharmacist's labeled container must match the physician's written instructions. Medication will not be accepted in baggies, envelopes, etc. Medication will be stored in the school office/clinic and dispensed by school personnel.

Any changes in medication, dosage or time(s) will require a new "Medication Prescriber/Parent Authorization Form" from the parent/guardian and new instructions from the physician/licensed prescriber.

Asthma Inhalers

It is not advisable for students to carry their inhalers at school. The building is not so large that a student cannot quickly access their inhaler and it ensures that an inhaler will always be available at the office.

If you feel that your child's asthma is severe enough to warrant an additional inhaler in their backpack, please call the district nurse, Kathy Posly, at 299-4100, extension 436, to make arrangements.

Animals in the Classroom

Students may not bring animals to school with the exception of those for the purpose of assisting students with special needs. If a teacher plans to keep an animal in the classroom for study and observation, parents will be notified of the specific animal(s) in case there is a potential for an allergic reaction or other health related reactions. If animals are brought to the classroom for educational purposes, prior arrangement and approval must be made through the teacher and office.

Services to Students

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

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

Guidance and Counseling Services

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

Field Trips

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

Bicycles

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

Holidays and Celebrations

Principals will periodically review with their staffs present Board Policy concerning ceremonies, observances and religion in the schools. (Board Policies 8800 and 2270)

Principals will work with their respective PTO groups and parents to remain sensitive to family and cultural values within their school communities.

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

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

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

Lunchroom Program

Each school provides a hot lunch program for students. Milk can be purchased separately for students who bring their lunch. Student accounts are kept current on a computer system and parents may request an informational account balance (food purchased, etc.) printout at any time by contacting their school's food service manager. Additional money (cash or checks made payable to the Brighton Area Schools) may be placed in the account at any time. Free and/or reduced lunch program application forms may be obtained from the office. Information regarding the school's lunch menu can be found online at bas.k12.mi.us.

Recess

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

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

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

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

Money and Other Valuables

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

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

We discourage parents from allowing children to bring large amounts of money to school. Valuable equipment such as radios, computer games, calculators, etc. are not permitted unless there is a special occasion, and prior permission of the teacher and the parent is granted. In keeping with the authority vested in the Board of Education by Public Act 132 and Board Policy 5136, the Board will permit students to carry pocket pagers, cell phones and other personal communication devices subject to the following considerations and restrictions:

- Students who bring any of these devices recognize that they incur a risk of such equipment being lost or stolen.
- All devices must be turned off during regular school hours unless given authorization by an administrator or teacher.
- Any violation of the rules, expectations or considerations set by the building administration will result in its revocation for the balance of the school year.

Parents Moving

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

School Closings

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

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

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

Emergency Cards

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

Lost and Found

Lost and found boxes are located at designated areas throughout the building. Your child may check for the lost articles. All coats, hats, boots and gloves should be labeled with your child's name. Parents may also come and check for missing items. Unclaimed items will be donated to local charity organizations.

Textbooks

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

Media Center

Classes are scheduled for weekly media center checkout with their teacher. While school is in session, the media center is open for continual access by students for materials circulation and assistance by the media staff. All students are responsible for returning media center materials on time. The circulation period is two weeks and materials will be overdue if not returned within that time. Students may not check out

additional materials until overdue materials are returned or paid for. Parents will be notified of any materials that are returned damaged. Parents will be responsible for paying the replacement cost of any lost or damaged materials in addition to an appropriate processing fee. All costs must be paid in full or otherwise reconciled with the Media Specialist by the end of the school year.

Student Rules and Regulations

Preamble

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

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

Student's Rights and Responsibilities

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

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

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

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

School Buses – Transportation Safety Rules and Consequences

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

School Bus Rules

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

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

Consequences for Misconduct on the Bus

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

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

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

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

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

Appeal Process and Restrictions

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

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

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

Disciplinary Definitions

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

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

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

Suspension/expulsion - Short-term suspension is defined as removal from school attendance for a period not to exceed ten (10) school days. Long-term suspension is defined as removal from school for a period greater than ten (10) days but not to exceed one hundred and eighty (180) school days. Expulsion is defined as removal of the student from school attendance in the district. Long-term expulsion may be for a period in excess of ten (10) days, up to permanent removal from school attendance. In most cases where expulsion is being considered, a suspension may be invoked pending the decision. It should be noted that dates of suspension are days that school is in session. This excludes snow days, holidays, and vacation days.

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

Intermediate School Anti-Bullying/ Violence Prevention Disciplinary Action

As defined by Brighton Area Schools - Violence is any mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation or property.

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

CODE OF CONDUCT

Type of Conduct printed in regular type
Disciplinary Action printed in italics.

Matters Pertaining to Citizenship

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

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

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

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

First Offense: Letter or telephone conference with parent.

Second Offense: Same as above plus one day suspension.

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

First Offense: Parents will be contacted by principal; suspension up to three days.

Subsequent Offenses: Parent conference and up to a five day suspension with possible long term suspension or expulsion.

2. Battery (pushing, punching or physical assault)

First Offense: Up to ten day suspension.

Subsequent Offense: Recommendation for long term suspension or expulsion.

3. Refusal to follow reasonable instructions (insubordination)

First Offense: Parent contact (letter or phone call) and/or a one day suspension

Second Offense: One day suspension.

Subsequent Offense: Up to a five day suspension.

- C. Profanity, obscenity or deliberate vulgarity

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

Second Offense: Up to three day suspension

Subsequent Offense: Up to a five day suspension

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

Any Offense: Warning to suspension (one to ten days) parent contact, and written or verbal apology.

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

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

Matters Pertaining to Property

- A. Theft

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

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

- B. Defacing and/or littering property

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

- C. Destruction of school property, property of others

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

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

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

- D. Misuse of books, lost or stolen books, media materials or school owned musical instruments.

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

Matters Pertaining to the Safety of Others

- A. Verbal assault/bullying, “put downs” (threats of any kind)

Any offense: Warning, parent contact, conference with principal, and/or up to three day suspension

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

First Offense: Conference with the parent and/or principal and up to a three day suspension with possible recommendation for long term suspension or expulsion.

Subsequent Offense: Parent conference and up to a five day suspension with possible recommendation for long term suspension or expulsion.

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

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

- D. Behavior dangerous to oneself or others (including the throwing of snowballs, rocks, etc.)

Any Offense: Warning up to a five day suspension.

- E. Extortion or coercion – Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by physical force or threat (state or implied).

First Offense: Warning/call or letter to parents and/or up to a three day suspension.

Second Offense: Up to a five day suspension.

Subsequent Offense: Up to a ten day suspension.

- F. 1. Weapons – Possession and/or threatening the use of any weapon or dangerous object(s) capable of inflicting bodily harm, including but not limited to: knives (under 3 inches), chains, matches, lighters, fireworks, smoke bombs, other dangerous objects, and toy weapons resembling any of the above.

First Offense: Confiscation/parent contact, and/or suspension.

Second Offense: Confiscation/ parent and police contact plus up to a five day suspension; Possible recommendation for long-term suspension or expulsion.

Subsequent Offense: Recommendation for long-term suspension or expulsion.

NOTE: Confiscated property will be given to parents or police officials, as appropriate.

2. Possession, use or threatening the use of a **dangerous weapon** which includes but is not limited to: firearms, guns, revolvers, pistols, knives (with a blade over 3 inches), pocket knife opened by a mechanical device, iron bar, brass knuckles, starter gun, B-B gun, explosives.

First Offense: Permanent expulsion or alternative actions prescribed by School Code Section 1311 and Board Policy 5610.01. Law enforcement authorities will be notified in validated cases of misconduct pursuant to State of Michigan Public Act 328 of 1994.

- G. Leaving school property, classroom or designated area without authorization from the teacher, principal or his/her designee from the time a student arrives on school grounds until school is dismissed.

First Offense: Conference with student and parent, possible suspension and possible notification to police.

Second Offense: Conference with student and parent with up to three day suspension.

Subsequent Offense: Conference with student and parent with up to five day suspension.

Matters Pertaining to Disruption of the Educational Process

- A. Cheating/Plagiarism – Copying the work of another and representing it as one's own, or knowingly completing or providing work to another for presentation as their own.

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

- B. Dishonesty/Lying
- Any Offense:** Warning, parent contact, conference with principal, up to suspension or expulsion.
- C. Forgery – Fraudulently writing the name of another person; falsifying time, dates, grades, addresses or other data on school forms.
- Any Offense:** Call/letter home to parents, up to three day suspension.
- D. Disruptive behavior
- Any Offense:** Warning, up to five day suspension.
- E. Indecency – Offending commonly recognized standards of health, safety, good taste, in behavior and dress, including sexual harassment, spitting or inappropriate touching of another.
- Any Offense:** Warning to suspension (one to ten days), and possible recommendation for expulsion, at the discretion of the administrator, and depending on the severity of the offense.
- F. Truancy – The failure to attend class or a scheduled class activity, for any period of time; chronic tardiness to school may be considered as truancy. A student who is truant will be required to satisfactorily complete the missed assignments so as not to be at an academic disadvantage.
- First Offense:** Contact with parents after more than three tardies at the beginning of the school day.
- Subsequent Offense:** Contact truancy officer.
- G. Toys or Recreational Paraphernalia, which are not intended for curricular or co-curricular program activities are not permitted at school. Examples include but are not limited to personal electronics, skateboards, hockey sticks, rollerblades, baseball bats and laser pens/pointers.
- First Offense:** Warning – student asked not to bring item(s) to school.
- Second Offense:** Parent contact – confiscation of item(s) until parent picks it up.
- Subsequent Offense:** Parent contact – confiscation- up to two day suspension.

Dress Code

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

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

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

Second Offense: Warning, detention, short term suspension.

Subsequent Offense: Short or long-term suspension with possible recommendation for expulsion.

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

First Offense: Warning, up to suspension.

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

Matters Pertaining to Controlled Substances

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

A. Tobacco – all types

1. Possession

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

Second Offense: Confiscation and two day suspension.

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

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

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

Second Offense: Confiscation and five day suspension and a meeting with parents.

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

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

First Offense:

OPTION “A”- Suspension (five days); an assessment by a State licensed agency for a determination of the student’s chemical dependency and a meeting with parent(s) prior to readmission. In OPTION A, it is required that the appointment with the State licensed assessment agency be made prior to readmission to school. The student and the parent(s) will be required to follow the recommendation resulting from the assessment. If extensive treatment is needed, a student enrolled in an approved state licensed inpatient program will be eligible to continue earning school credit through a hospital/homebound program. Work and assignments will be given by the home school of the student, when appropriate.

-OR-

OPTION “B” – Suspension (10 days), a meeting with parent(s) prior to readmission, and possible recommendation for long-term suspension or expulsion.

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

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

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

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

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

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

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

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

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

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

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

Suspension Procedures

The following procedures will be followed if short-term suspension is to result from the disciplinary process:

1. The student shall be informed of the specific charges that are thought to be a basis for disciplinary action to be taken against him/ her and an appointment will be made for a meeting with a school administrator.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
4. If the parent(s) or guardian(s) are dissatisfied with this action, they may appeal to the Assistant Superintendent of Human Resources. The hearing will be conducted in the same manner as an expulsion hearing.
5. If a long-term suspension is recommended by the building administrator, it may include permission for reinstatement prior to serving the full suspension. If permitted by the building administration, the recommendation will include requirements that the child must satisfy and the date reinstatement would be considered.

Expulsion Procedures

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent/guardian and included with this notice shall be a statement of the time and place for the hearing. The time and place shall be reasonable for all parties involved.
2. Parent or guardian shall be notified that they may attend such hearing, if they so desire.
3. The student, parent or guardian may be represented.
4. The student shall be given an opportunity to present his or her version of the situation. S/he will be allowed to testify and will be allowed to present the testimony of other witnesses and to offer additional evidence.
5. The student shall have the opportunity to be present when any evidence is offered against the student. In addition, the student and the student's legal representative shall be allowed to question any witness.
6. This hearing shall be conducted by a five-member panel appointed by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. On any appeal or in any short-term/long-term hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed.

8. Records shall be kept of the hearing, but this need not be a verbatim record. Any party, at their own expense, shall be entitled to make verbatim record of the hearing.
9. The panel shall, within three days after the hearing, announce its decision as to whether or not the student violated the rules of the school district and its decision as to expulsion.
10. The decision of the panel shall be by a majority vote of the members appointed by the Board.
11. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.

Student Appeal Process

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

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

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

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

Homework

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

Homework Philosophy

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

Meaningful and carefully planned homework serves many purposes, but basic to its use would be: strengthening of skills, extension of experiences, and providing opportunity to

develop skills of self-discipline and time management. It is believed that the homework policy outlined below succeeds in maintaining a cooperative relationship between school and home. Because it does so, the policy is flexible and does not place excessive constraints on teachers, students, or parents.

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

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

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

Parent –Teacher Groups

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

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

Parent –Teacher Conferences/Report Cards

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

Additional conferences are welcomed by the school staff. Arrangements can readily be made by calling or stopping in at the school office. Please make appointments with teachers for any special conference in advance by calling the school office or writing a note to the teacher. The principal may be called upon at any time to assist parents.

Report cards are also used to communicate student progress. These are sent home the week after the end of the marking period.

The following codes are used on elementary report cards:

Academic Reference Code

93-100%	A
---------	---

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

CITIZENSHIP CODE

1. **Demonstrates outstanding classroom behavior** - Students who receive a 1 in citizenship always exhibit several of the following behaviors.
 - a. Participates in class
 - b. Demonstrates leadership abilities
 - c. Cooperative, courteous, and respectful
 - d. Punctual
 - e. Has a positive attitude
 - f. Self-disciplined
 - g. Brings appropriate materials to class
 - h. Self-motivated

2. **Exceeds standards of acceptable classroom behavior** - Students who receive a 2 in citizenship almost always exhibit the following behaviors:
 - a. Participates in class
 - b. Demonstrates leadership abilities
 - c. Cooperative, courteous, and respectful
 - d. Punctual
 - e. Has a positive attitude
 - f. Self-disciplined
 - g. Brings appropriate materials to class
 - h. Self-motivated

3. **Meets standards of acceptable classroom behavior** - Students who receive a 3 in citizenship frequently exhibit the following behaviors:
 - a. Participates in class
 - b. Demonstrates leadership abilities
 - c. Cooperative, courteous, and respectful
 - d. Punctual
 - e. Has a positive attitude
 - f. Self-disciplined
 - g. Brings appropriate materials to class

h. Self-motivated

4. Fails to meet minimal standards of classroom behavior. - Students who receive a 4 in citizenship occasionally exhibit several of the following behaviors:

- a. Fails to follow directions
- b. Distracts others or disrupts class
- c. Is distracted by others
- d. Lacks initiative to begin working
- e. Is out of his/her seat without permission
- f. Is disrespectful
- g. Uses inappropriate materials in class
- h. Requires formal disciplinary referrals

5. Exhibits unacceptable classroom behavior - Students who receive a 5 in citizenship frequently exhibit some of the following behaviors:

- a. Fails to follow directions
- b. Distracts others or disrupts class
- c. Is distracted by others
- d. Lacks initiative to begin working
- e. Is out of his/her seat without permission
- f. Is disrespectful
- g. Uses inappropriate materials in class
- h. Requires formal disciplinary referrals

Student Retention/Placement

The building administration is responsible for determining a student's grade level status each school year. When considering this status, a student's emotional/social level, academic achievement and physical maturity will be considered. Input will be received from teachers, parents/guardians, administration and support staff. A written retention form is filled out if retention is to occur.

A "placed" student is defined as a student who has not successfully mastered the academic objectives of a grade but who has been advanced to the next grade level because in the opinion of the placement team, retention would not be beneficial in that child's situation. You will be notified of the process to give your input into the educational placement of your child.

Student Class Assignment

Many variables enter into a student's class assignment each year. Reading levels, math levels, combination classroom assignments, separating certain children, and providing a proper boy/girl ratio in each classroom are considered. Each building staff works hard to

place every child in a good educational environment. You will be notified of the process to give your input into the educational placement of your child.

Testing Programs

Testing for the Michigan Education Assessment Program (MEAP) generally occurs during the month of October for students in grades 5 and 6. More information, including specific tests to be administered and dates/times, will be sent out in a timely manner by the building administrator.

Emergency Drills

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

Student Pictures

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

Volunteers

Brighton Area Schools encourages volunteerism in the schools. A very positive benefit, when working with students, is the relationship developed between the volunteer and student. We take seriously the relationships that are formed. For this reason, and to safeguard our students, we randomly check references of our volunteers with the legal system in accordance with school policy #3120.99. Your signature on the Volunteer Pledge form authorizes the district to make such checks, and releases the district of any obligation should the volunteer become ill or receives an injury as a result of his/her volunteer services. Parents who volunteer are asked to sign in and out at the school office each time they spend volunteer time in any building. Volunteer tutors may be available in specific content areas for selected students.

Brighton Area Schools Acceptable Use Policy

Overview

Technology access is available to staff and students of the Brighton Area Schools (the District). We are pleased to bring this access to the district and believe the Internet technology offers vast, diverse, and unique resources to users. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Brighton Area Schools provides technology in furtherance of educational goals and mission of the District. Unauthorized and inappropriate use may result in loss of technology access, as well as other disciplinary measures. Specifically, as required by the Children's Internet Protection Act, inappropriate use includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The use of Brighton Area School's technology is a privilege, not a right, which can be revoked at any time by the district. Any questions that users may have concerning appropriate use should be addressed to the Director of Technology.

Rights and Responsibilities

Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. Users, the district and system administrators do not condone the use of such materials and do not permit usage of such materials in district and school environments. Users and parents of students accessing the system should be aware of the existence of such materials and are responsible for monitoring usage of the system. Users will not knowingly bring such materials into the district and school environment.

As required by the Children's Internet Protection Act, the school district has implemented filtering software intended to block a minor's access to visual depictions that are obscene, child pornography, harmful to minors, or that the school district determines to be inappropriate for minors. Minors may use email and other forms of direct electronic communications only for educational purposes.

Despite the precautions that the school district may take to prevent access to potentially objectionable content, the district does not guarantee that school officials will control user access to such materials, or that users will not have access to such materials while using the school district's technological resources. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of technology. Users accessing the school's technology equipment assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of technology. Users are specifically prohibited from taking any unauthorized actions to bypass or disable the district's technology protection measures, to access another user's account, or to share passwords.

It shall be the responsibility of all members of the Brighton Area Schools staff, students, and parents to educate, supervise, and monitor appropriate use of the district's technology in accordance with this policy and all applicable laws and regulations.

Brighton Area Schools will not be responsible for any damages suffered by the user. Use of any information obtained through the district's technology is at the user's own risk. Brighton Area Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

The system administrators and the Board do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the users' requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected.

There is no expectation of privacy in the Brighton Area Schools technology systems. Any data may be accessed by others and may be subject to subpoena and Freedom of Information Act requests. Data relating to or in support of illegal activities may be reported to the authorities.

Users are responsible for retaining their own emails or other records on this system pursuant to all applicable laws and regulations. The District does not necessarily backup user records.

To the extent that any member of the Brighton Area Schools staff or students use non-district technology services to communicate information regarding the schools or its staff or students, this policy still applies. This includes posting information, videos, or photos on services such as Facebook, YouTube, or Flickr. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services.

To the extent that any member of the Brighton Area Schools staff or students use non-district technology equipment while on district property or on district-related activities, this policy still applies. This includes devices such as cell phones, book readers or tablets. Users and parents/guardians of students acknowledge that the district cannot filter non-district network services such as cellular phone networks, nor control content stored on non-district equipment.

I have read the Acceptable Use Policy, and I understand that access to technology is designed for educational purposes and that the District has taken available precautions to restrict and/or control access to material that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the District to restrict access to all objectionable and/or controversial materials. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials I or my child may acquire or come in contact with. I further understand that I or my child may be liable for violations.

Furthermore, I agree to all of the following conditions of access:

- As a parent/guardian, I give permission for my child to use and access technology at school and for the district to issue any technology accounts to my

child, including email or other technology services hosted by the district or the district's service providers.

- For any content that I or my child create on the district's servers or the district's service providers, I authorize and license the use of that content to the district.
- As a parent/guardian, I authorize and license the district to post my child's class work on technology systems.

Signature _____ User's Name _____

Date _____ (Parent/Guardian Name) _____