



BRIGHTON AREA SCHOOLS Elementary Schools Handbook

Hawkins Elementary School

8900 Lee Road, Brighton, Michigan 48116-2000
810/299-3900

Hilton Elementary School

9600 Hilton Road, Brighton, Michigan 48114-7510
810/299-3950

Hornung Elementary School

4680 Bauer Road, Brighton, Michigan 48116-9472
810/299-4450

Spencer Elementary School

10639 Spencer Road, Brighton, Michigan 48114-8669
810/299-4350

Table of Contents

General Information

Children Learn What They Live	4
Emergency Cards	13
Statement of Philosophy	7
Introduction	6
Lunchroom Program	11
School Closing.....	13

School Use and Policies

Animals in the Classroom	10
Bicycles	11
Daily Activities	10
Emergency Drills	32
Field Trips	11
Holidays and Celebrations	11
Lost and Found	13
Media Center	13
Medication at School	9
Money and Other Valuables	12
School Health Regulations	9
Textbooks	13
Visitors	32
Volunteers	33

Academic Program

Academic Reference Code	31
Behavior Code	31
Homework	29
Parent-Teacher Conferences/Report Cards	30
Parent-Teacher Groups	30
Student Class Assignment.....	32
Student Retention/Placement.....	32
Testing	32

Services Available to Students

After School Activities	10
Recess	12
Services to Students.....	10
Student Pictures	32

<i>Attendance</i>	
Attendance	8
Absences/Tardies	8
Parents Moving	13
Student Arrival and Departure to and from School	8
Student Release During School Hours	8
<i>Student Discipline</i>	
Disciplinary Definitions	17
Dress Code	24
Due Process of Law	14
Elementary Code of Conduct	18
Expulsion Procedure	28
Matters Pertaining to Citizenship	18
Matters Pertaining to Controlled Substances	25
Matters Pertaining to Disruption of the Educational Process	23
Matters Pertaining to Property	20
Matters Pertaining to the Safety of Others	21
Preamble	14
Sexual Harassment	19
Student Appeal Process	29
Student Rights and Responsibilities	14
Suspension Procedures	28
<i>Transportation</i>	
Appeal Process and Restrictions	16
Consequences for Misconduct on the School Bus	15
School Buses Transportation Rules and Consequences	15
<i>Brighton Area Schools Acceptable Use Policy for Technology and Internet Access</i>	
Overview	34
Rights and Responsibilities	34

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 of Schools Office.....	299-4040
Assistant Superintendent of Finance Office.....	229-4030
Executive Director of Instructional Services Office.....	229-4010
Assistant Superintendent of Human Resources Office.....	229-4090
Brighton High School.....	299-4100
Scranton Middle School	299-3700
Maltby Intermediate School	299-3600
Hawkins Elementary School	299-3900
Hilton Elementary School	299-3950
Hornung Elementary School	299-4450
Spencer Elementary School.....	299-4350
Transportation Department	299-3890
Community Education	299-4130
LESA Special Education Department	1-517-540-6861

Introduction

Dear Parents/Guardians of Brighton Elementary Students:

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

We are proud of the elementary school programs offered to all children in grades kindergarten through fifth. 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 elementary school child.

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,

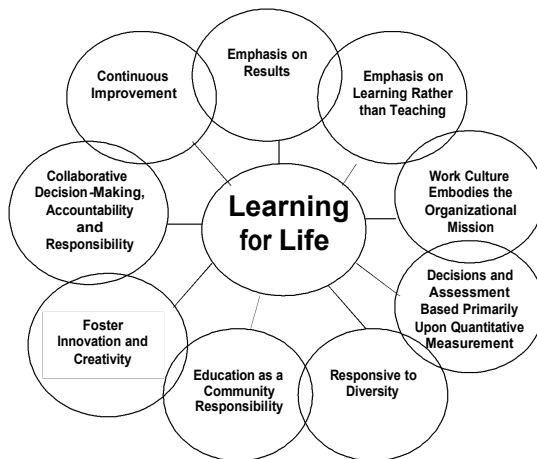
The Elementary Principals of Brighton Area Schools

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.

Attendance Policy

Attendance in school is required by state law.

Students are expected to remain in their class until the end of the day. Do not ask to have students dismissed the last half hour of the day. If an early dismissal is necessary, notify the office in writing. If a student arrives after 10:30AM or leaves prior to 2:00PM, it will be counted as a half-day absence rather than a tardy. For morning (AM) kindergarten students arriving after the designated AM start time, but before 10:30 am will be counted as tardy. Morning kindergarten students arriving after 10:30 am, will be counted as absent. For afternoon (PM) kindergarten students arriving after the designated PM start time, but before 2:00 pm, will be counted as tardy. Afternoon kindergarten students arriving after 2:00 pm will be counted as absent.

Student Arrival and Departure to and from School

The elementary school day beginning and ending schedule may vary from building to building. Specific building schedules will be sent home with students. Please do not drop off your child early, because we do not have provisions for student supervision before the school day begins. In the event a change in departure occurs (i.e. parent or family member picking up child; going home with a friend; etc.), a note should be sent into the office. A sign in/out sheet will be located in the office. Students arriving after the start of the day must be signed in by a parent and/or guardian. 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. A student may only be picked up at the school s/he attends, regardless of their place of transfer.

Absences/Tardies

On the day(s) your child is absent from school, you **must** notify the school by phone giving the reason for being absent. In the event of an anticipated absence (doctor appointments, funerals, other family matters) you must notify the office by phone. For safety purposes, all families are required to have on record at their child's school TWO current phone numbers at which the parent and/or guardian can always be reached during the day. For extended absences, a doctor's note may be needed. Absences for family vacations are discouraged. **The student will accept responsibility for work missed where appropriate upon return to school.** The student will have one day to make up work for each day absent.

If a child is absent for 15% of the marking period, a letter from the Principal addressing the absence issue may be sent to the parents. If the child continues to be absent from school, a Truancy Officer will contact the home to investigate the situation.

Students are expected to be in the classroom when school begins. It is the responsibility of the parent and the student to see that the student arrives to school on time. We do not count the students tardy if they ride the bus and buses arrive late. In cases of frequent tardiness, the parent will be notified so the situation can be corrected. We consider three (3) tardies to be equivalent to one (1) absence. Excessive absences or tardiness will require a contact with the truancy officer.

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.

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. 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 manufacturers' 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 elementary students to carry their inhalers at school. The elementary buildings are 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, 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.

Daily Activities

Students maintain a very busy academic schedule, including opportunities for Media Center, Art, Music, Physical Education, World Language, and Computer Lab. Identified academically talented students have other programming options available to them. Contact the Building Principal for further information.

After School Activities

All arrangements for use of the building after school hours must be made through the Community Education office. Parents who wish to obtain the name and phone number of sponsors may do so through Community Education.

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.

Elementary buildings qualified by federal guidelines provide reading support services to students in Grades K-4 through Title I, a federally funded program.

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 iPads, cell phones, computer games, calculators, etc. are not permitted unless there is a special occasion, and prior permission of the teacher and the parent is granted.

- 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 occur by an automated email and phone call sent to all parents. This information will also 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
WDIV TV	Channel 4
WXYZ TV	Channel 7
FOX TV	Channel 2
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 number 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.

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. Notices will be sent home with students who have materials that are overdue. Three overdue notices will be sent home with the student. If the three notices go unanswered, parents will be notified, by mail, of missing materials and the replacement cost. Parents will likewise 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 on 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.

**Elementary 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.

Elementary administrators will take appropriate action using the Elementary Code of Conduct and Student Discipline as outlined in the Elementary Handbook to address incidents involving violence.

Elementary Code of Conduct

Type of Conduct	Disciplinary Action
Matters Pertaining to Citizenship	
A. Violation of state laws and/or local ordinance including but not limited to:	1
1. Abuse of fire alarms, safety equipment, bomb threats	First Offense —Up to ten days suspension,

**Matters Pertaining to Citizenship,
continue**

C. Profanity or obscenity

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

Second Offense—Up to a three-day suspension.

Subsequent Offense—Up to a five (5) day suspension.

C. Intimidation or harassment based on differences—A person is guilty of intimidation based on differences if that person with malice, or with specific intent, or 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-ten days), parent contact, and written or verbal apology.

D. 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 personnel who receives a report of harassment has an obligation to report the incident to the building Principal

Any Offense—Warning, parent contact, and/or possible suspension/expulsion.

handled with the utmost confidentiality possible, respecting all individuals involved in the complaint and investigation.\

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.

Matters Pertaining to Property

A. Theft

First Offense—Conference with parent and up to three-days suspension. Notification of police, if appropriate.

Subsequent Offense—Up to five-days suspension. Notification of police, if appropriate.

B. Defacing and/or littering property

First Offense—Detention and/or suspension up to five days. 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 to parent, possible up to a ten day out-of-school 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 type of offense committed and a parent conference.

Matters Pertaining to Property, continued

- D. Misuse of books, lost or stolen books

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

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 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, etc., with the intent to do harm)

First Offense—Conference with the parent and/or principal and up to a three-day out-of-school suspension with possible recommendation for long-term suspension or expulsion.

Subsequent Offense—Parent conference and up to a five-day out-of-school suspension with possible recommendation for long-term suspension or expulsion.

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

First Offense—Conference with the principal and/or up to a one-day out-of-school suspension.

Subsequent Offense—Conference with the principal and/or a one-day out-of-school suspension

**Matters Pertaining to the Safety of Others,
continued**

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

F. Weapons

1. 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.

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

Any Offense—

Warning/detentions/suspension up to five days.

First Offense—Warning/call or letter to parents and/or up to a possible three-day out-of-school suspension.

Second Offense—Up to a five-day suspension.

Subsequent Offense—Up to a ten-day suspension.

First Offense—Confiscation/parent contact, and/or out-of-school 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.

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 this misconduct. Pursuant to State of Michigan Public Act 328 of 1994.

Matters Pertaining to the Safety of Others, continued

- G. Leaving school property and/or classroom 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 (in school or out) 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.

First Offense—Parent call plus loss of credit on paper.

Subsequent Offense—One-day suspension plus loss of credit on paper.

- B. Dishonesty/Lying

Any Offense—Warning, parent contact, conference with principal, and/or long term suspension or expulsion.

- C. Forgery—Fraudulently writing the name of another person; falsifying time, dates, grades, addresses or other data on school forms.

First Offense—Call/letter home to parents.

Second Offense—One-day suspension.

Subsequent Offense—Up to three-days suspension.

- D. Disruptive behavior

Any Offense—Warning, detentions, suspension up to five days.

- 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-ten days), and possible recommendation for expulsion, at the discretion of the administrator, and depending on the severity of the

Matters Pertaining to Disruption of the Educational Process, continued

F. Truancy—The failure to attend class, or a scheduled class activity, for any period of time; chronic tardiness 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.

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 radios, walkmans, skateboards, hockey sticks, sleds, rollerblades, baseball bats and laser pens.

Dress Code

Dress or grooming which is materially and substantially disruptive to the educational environment is prohibited (to include but are not limited to clothing and/or accessories which endorse any item or product related to tobacco, alcohol, other controlled substances or which are sexually suggestive or promote violence. All clothing must be neat, so as to present the best possible appearance. Sagging and baggy pants are not allowed. Parents will be called to bring other attire that is appropriate. Shoes (not flip-flops) must be worn and hats are not allowed. Decency as interpreted by the administration and staff is to be maintained at all times, including all school- sponsored activities. Halter tops, mesh shirts, tank tops, shirts which expose the midriff, short skirts, short shorts, stretch shorts, biker shorts (latex), shorts with slits or cutoffs, or other types of revealing clothing will not be permitted. Shorts and other apparel worn must be mid-thigh or longer.

First Offense—Contact with parents after more than three tardies.

Subsequent Offense—Contact truancy officer.

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.

First Offense—Warning and sent to office until appropriate attire is secured. Parents will be notified.

Subsequent Offense—Warning and sent to office until appropriate attire is secured.

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 three days suspension and a meeting with the designated substance abuse counselor and his/her parents.

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 three days suspension and a meeting with parents.

Second Offense—Confiscation and five days suspension and a meeting with parents.

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

B. 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 days suspension and a meeting with the parents.

Subsequent Offense—Confiscation, five days suspension and a meeting with the parents.

Matters Pertaining to Controlled Substances, continued

- C. 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. *

-OR-

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

* 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.

- D. Sales, distribution, furnishing or attempting to sell, distribute or furnish alcohol, controlled substances, or mind-altering drugs.
- E. 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) pending a Board of Education hearing with recommendation for counseling and/or expulsion; referral to the police department.

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.

Second Offense—Suspension (ten days) pending a Board of Education hearing with a recommendation for long-term suspension or expulsion and/or a meeting with parents prior to re-admission.

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 and Pupil Services. 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 Pupil Services and must be made by the end of the following school day.

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, which also includes the following suggested homework amounts:

Grades 1–2: 1 hour per week

Grades 3–5: 2 hours per week

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

Hawkins Elementary – PTO (Parent Teacher Organization)

Hilton Elementary – PTO (Parent Teacher Organization)

Hornung Elementary – PTO (Parent Teacher Organization)

Spencer Elementary – PTO (Parent Teacher Organization)

We urge all parents to become active participants in the groups listed above. 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 groups have 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

Conferences are held in the fall and spring of each school year. These conferences are by appointment and you will be notified in advance of your appointment. 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.

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 trimester.

The following codes are used on elementary report cards:

Academic Reference Code

Grading Scale

K - 4

- 4. Secure**
- 3. Progressing**
- 2. Emerging**
- 1. Area of Concern**
- * Introduced**

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 a 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

State testing generally occurs during the months of April and May for students in grades 3 and 4. 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 Directions for Fire, Severe Weather, and Lockdown Drills are written in teacher's plans. .

Student Pictures

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

Visitors

We would like to indicate that parents are always welcome to visit the school. If you would like to visit your child's classroom, we ask that you make arrangements with the teacher prior to coming in, thus causing the least amount of disruptions to the students as well as the teacher. In accordance with our Safe Schools program, when you do visit you are required to check in at the office and sign in. A Visitor's Badge must be worn and visible at all times. All visitors must check in at the main office.

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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, a criminal background check may be made of our volunteers 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.

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BRIGHTON AREA SCHOOLS ACCEPTABLE USE POLICY

Legal notices:

- **Freedom of Information Act (FOIA):** Staff emails or other public records sent, received, or stored on this system may be subject to FOIA.
- **Records Retention:** Individual staff members are responsible for retaining their own emails or other records on this system pursuant to all applicable laws and regulations, including FOIA. The District does not automatically retain email apart from what users can do themselves within the Google Apps system.
- **Your Privacy:** There is no expectation of privacy for any user, staff or student, on this system. The District reserves the right to access and retain any emails or other records on this system regardless of content or purpose.
- **Others' Privacy:** You are responsible for abiding by all privacy laws, regulations, and policies regarding others' privacy, including but not limited to FERPA and HIPAA.

This is a brief summary of the Brighton Area Schools **Acceptable Use Policy**, available at links.brightonk12.com/aup. Full policy texts are available at the links following this summary.

- **Applicable technologies:** "District technology" is defined as any technology on District premises or at District events, or District-owned technology at any location.
- **Privilege may be revoked:** Use of District technology is a privilege, not a right, which may be revoked at any time by the District.
- **Educational purpose:** Use of District technology is to be related to one or more courses of study. All other uses are prohibited. District technology may not be used for any discriminatory or unlawful purpose.
- **School use of Social Networks:** Staff may use social networks with students for school-related purposes with the approval of their Principal. Students may use social networks for school-related purposes under the supervision and approval of their teacher.
- **Home use of Social Networks:** Posting of information about school staff or students to non-District technology services (ie Facebook, YouTube, Flickr, etc.) is still subject to Board policy, even if such activity takes place outside of District premises or events.
- **No control by District:** Users, and parents of users, acknowledge that the District cannot control content on non-District technology services, or on technology devices not owned by the District.

Full policy documents:

[Board Policy](#)
[Administrative Guidelines](#)
[Staff Policy](#)
[Staff AUP form](#)
[Student Policy](#)
[Student AUP form](#)

Frequently Asked Questions (for parents / students):

[Student AUP FAQ](#)

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**BOARD OF EDUCATION
BRIGHTON AREA SCHOOLS SCHOOL DISTRICT
REVISED POLICY - VOLUME 25, NO. 2**

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of any technology equipment on District premises or at District events, or District equipment at any location (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

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**BOARD OR EDUCATION
BRIGHTON AREA SCHOOLS SCHOOL DISTRICT
REVISED POLICY - VOLUME 25, NO. 2**

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board may use software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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**BOARD OF EDUCATION
BRIGHTON AREA SCHOOLS SCHOOL DISTRICT
REVISED POLICY - VOLUME 25, NO. 2**

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers / network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

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**BOARD OF EDUCATION
BRIGHTON AREA SCHOOLS SCHOOL DISTRICT
REVISED POLICY - VOLUME 25, NO. 2**

Students shall not access social media for personal use while on District premises or at District events or using District equipment, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users accessing the Internet while on District premises or at District events or using District equipment assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)



STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

To access email and/or Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board may monitor online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet while on district premises or at district events or using district equipment assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that the student uses non-district technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos on social media services such as Facebook, YouTube, or Instagram. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. Users and parents/guardians of students further acknowledge that the district cannot filter non-district communication services such as cellular phone networks, nor control content stored on non-district equipment.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Grade: _____

Parent/Guardian's Name: _____

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