



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	12
Statement of Philosophy	5
Introduction	5
Lunchroom Program	10
School Closing	11

School Use and Policies

Animals in the Classroom	9
Bicycles	10
Daily Activities	9
Emergency Drills	32
Field Trips	9
Holidays and Celebrations	10
Lost and Found	12
STEAM Center	12
Medication at School	8
Money and Other Valuables	11
School Health Regulations	8
Toileting Procedures	8
Text books	12
Visitors	32
Volunteers	33

Academic Program

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

Services Available to Students

After School Activities	9
Recess	10
Services to Students	9
Student Pictures	32
Attendance	6
Absences / Tardies	7
Change of Address	11
Student Arrival and Departure to and from School	6
Student Release During School Hours	7

Student Discipline

Disciplinary Definitions	15
Dress Code	25
Due Process of Law	13

Elementary Code of Conduct	17
Expulsion Procedure.	29
Matters Pertaining to Citizenship	18
Matters Pertaining to Controlled Substances	28
Matters Pertaining to Disruption of the Educational Process	23
Matters Pertaining to Property	20
Matters Pertaining to the Safety of Others	21
Preamble	21
Sexual Harassment	19
Student Appeal Process	30
Student Rights and Responsibilities	12
Suspension Procedures	29

Transportation

Appeal Process and Restrictions	14
Consequences for Misconduct on the School Bus	14
School Buses Transportation Rules and Consequences	13

Brighton Area Schools Acceptable Use Policy for Technology and Internet Access

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.

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 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	540-6861

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.



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. We strongly discourage having students dismissed the last half hour of the day. If an early dismissal is necessary, you must notify the office in writing or phone call. 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.

Student Arrival and Departure to and from School

We have a common start and end time across buildings and schedules are electronic. 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. 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. Start and end times will be communicated with families prior to the start of the school year.

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 10% 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. 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.

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 flier from the carrier company stating cost and coverage will be sent home to all parents.

Medication at School

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

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

District-Administered Medication

1. If the student requires District-administered medication, the student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.
5. Incorrectly administered medication must be reported to the building principal and the student's parent/guardian. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept

until at least 1 year after the student's expected graduation date.

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

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

Student-Administered Medication

1. General Standards

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

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

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

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

2. Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal.

If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardian should update the emergency care plan as necessary to meet the student's changing medical circumstances.

Legal authority: MCL 380.1178, 380.1178a, 380.1179, 380.1179a

Toileting Procedures

It is the expectation that all students attending elementary school will be fully toilet trained before the first day of school.

The student's parent/guardian is responsible for ensuring that the student is toilet trained. The parent/guardian is also responsible for providing clean clothes for a student who may have toileting accidents.

In the event that a student will need to be changed because of an accident, parent(s)/guardian(s) will be contacted to support their student.

Animals in the Classroom

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

Services to Students

In addition to regularly scheduled academic and/or enrichment activities, several special services are available to students. These include Speech and Special Education Services. Contact the Building Principal or the Director of Special Education for further information. 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

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.

We will continue to recognize each child's birthday within our school. We ask that no treats or gifts be sent to school for your child's birthday. We want to preserve instructional time, avoid allergic reactions, assure equitable recognition for each child, and adhere to federal/state/local health and nutrition guidelines. Realizing that not all families celebrate birthdays, if you prefer that your child not receive birthday recognition from school, please inform your child's teacher. To avoid hurt feelings when children are excluded, we ask that you not send birthday party invitations to school. Please find an alternate means of distributing invitations to a birthday party held outside of 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 an online system. Parents may access account information at any time. Money may be deposited into accounts online or by cash or checks made payable to Brighton Area Schools Cafe. Free and/or reduced lunch program application forms may be obtained online or from the office. Information regarding the school's lunch menu can be found online at www.brightonk12.com.

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, Electronics, 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, personal communication devices, 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 could result in its revocation for the balance of the school year.

Change of Address

Please contact the school by phone or by email 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.

Radio	TV	Official Social Media
WHMI 93.5 FM	WJBK Channel 2	Facebook
WJR 760 AM	WDIV Channel 4	Twitter
	WXYZ 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.

In the event school dismisses early due to inclement weather., etc..., parents will be notified via phone call, email, and/or text message.

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 the 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

Each elementary school will have a lost and found. Please inquire about its location in the main office. 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.

STEAM Center

Classes are scheduled for weekly book 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 STEAM 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 Expression

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment.

Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations.

Please see Board of Education Policy 5101

Students 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 of any discipline assigned. 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 Hand books 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 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.

Bussing 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 for 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.

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 and based on Tiered Discipline Procedure.

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 the 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.

Suspension from class, subject or activity by teacher: A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student:

- A. intentionally disrupted the class, subject, or activity;
- B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- C. was insubordinate during the class, subject, or activity.

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.

Re-Entry Plan: An agreed upon plan (staff, student & family) that will detail any restrictions, requirements, adjustments to schedule and the addition of an adult mentor.

* Should be considered upon the return of any In-School or Out Of School suspension.

Plan B Day: This includes, but is not limited to, the changing of a students schedule, placement or setting due to history of behavior incidents or identified antecedents (i.e. substitute teacher, assembly, etc.).

General Education Plan: Team driven plan consisting of observations, psychological evaluations, questionnaires, etc. Used to identify accommodations/restrictions across settings and over an extended period of time.

Victim Voice: Students may be required to listen to victim(s) feelings or concerns. This will include, but is not limited to staff, students, families and/or bystanders. Students may be required to do this in a 1-1, small group or whole class setting.

Restitution: Students may be required and given the time to repair lost or damaged relationships or items. This may occur during any part of a students day based on need, circumstances or availability.

Restorative Questions/Practices: Used to strengthen relationships between individuals as well as social connections within communities. This involves the use of informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing.

Restorative Questions:

Offender

What happened?

What were you thinking of at the time?

What have you thought about since?

Who has been affected by what you have done? In what way?

What do you think you need to do to make things right?

Victim(s)

What did you think when you realized what had happened?

What impact has this incident had on you and others?

What has been the hardest thing for you?

What do you think needs to happen to make things right?

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

Administration has the authority to shorten, lengthen or advance a student through the Tiered Discipline Procedure at any time.

Tiered Discipline Procedure

Tier 1 Discipline Procedures

A Tier 1 behavior is typically a behavior which disrupts the educational process or interferes with teaching and learning. Depending on severity or repetition, a Tier 1 violation may be reclassified as Tier 2 or 3.

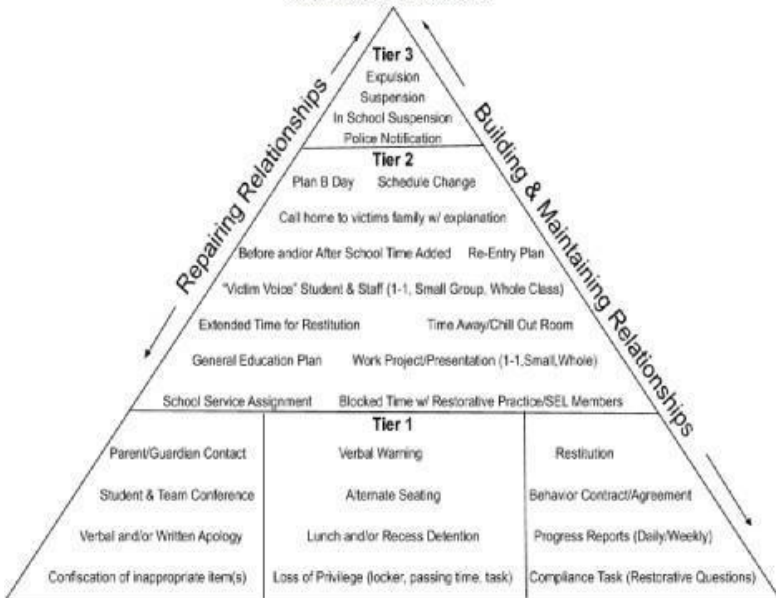
Tier 2 Discipline Procedures

A Tier 2 behavior is typically a behavior which seriously disrupts the educational process or interferes with teaching and learning. Depending on severity or repetition, a Tier 2 violation may be reclassified as Tier 1 or 3.

Tier 3 Discipline Procedures

A Tier 3 behavior is a behavior of an aggravated nature, generally unlawful, which disrupts or interferes with the effective functioning of the school. Depending on severity or repetition, a Tier 3 violation may be reclassified as Tier 1 or 2.

If Staff chooses from something other than the Tiered options below they need to inform building administration.



Elementary Code of Conduct Matters Pertaining to Citizenship

Type of Conduct

Disciplinary Action

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- Tier 1-Tier 3 Process

B. Profanity or obscenity

First Offense- Tier 1-Tier 3 Process

Second Offense- Tier 1-Tier 3 Process and/or up to a three (3) day suspension

Subsequent Offense- Tier 1-Tier 3 Process and/or 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, harasses another person by speech, gesture, action, or display because of that person's gender, race, color, religion, creed, disability, sexual orientation, national origin, height, weight or ancestry. All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited. Please see this policy in its entirety please see board policy 5207.

Any Offense- Tier 1-Tier 3 Process and/or up to ten (10) day suspension

Matters Pertaining to Citizenship Cont.

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 handled with the utmost confidentiality possible, respecting all individuals involved in the complaint and investigation. To view this policy in its entirety please see Board Policy 3118

Any Offense-Tier 1-Tier 3 Process and/or suspension/expulsion

Matters Pertaining to Property

A. Theft

First Offense-Tier 1-Tier 3 Process and/or up to a three (3) day suspension. Notification of police, if appropriate.

Subsequent Offense-Tier 1-Tier 3 Process and/or up to a five (5) day suspension. Notification of police, if appropriate.

B. Defacing and/or Littering Property

First Offense- Tier 1-Tier 3 Process and/or up to a five (5) day suspension. Notification of police, if appropriate.

C. Destruction of school property, property of others.

First Offense-Tier 1-Tier 3 Process and/or up to a ten (10) day suspension or possible recommendation for long-term suspension or expulsion. Notification of police, if appropriate

D. Misuse of books, lost or stolen books

Any Offense- Tier 1-Tier 3 Process and/or 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 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-Tier 1-Tier 3 Process and/or
up to three (3) day suspension

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

First Offense-Tier 1-Tier 3 Process and/
or up to three (3) day suspension with
possible recommendation for long-term
suspension or expulsion.

Subsequent Offense-Tier 2-Tier 3
Process and/or up to a five (5) day
suspension with possible recommendation
for long-term suspension or expulsion.

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

First Offense-Tier 1-Tier 3 Process and/or
up to one (1) day suspension

Subsequent Offense-Tier 1-Tier 3 Pro-
cess and/or up to one (1) day suspension

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

Any Offense- Tier 1-Tier 3 Process and/or
up to five (5) 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 (stated or
implied)

First Offense-Tier 1-Tier 3 Process and/or
up to three (3) day suspension.

Second Offense-Tier 1-Tier 3 Process and/
or up to five (5) day suspension

Subsequent Offense-Tier 1-Tier 3 Process
and/or up to ten (10) day suspension

Matters Pertaining to Safety of Others, cont.

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.

First Offense-Tier 2-Tier 3 Process and/or up to three (3) day suspension

Second Offense-Tier 2-Tier 3 Process and/or up to five (5) day suspension, police contact, when appropriate, possible recommendation for long-term suspension or expulsion.

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

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

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.

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. First Offense—Conference with student and parent, possible

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-Tier 1-Tier 3 Process and/or up to one (1) day suspension, possible notification to police.

Second Offense-Tier 1-Tier 3 Process and/or up to three (3) day suspension, possible notification to police.

Subsequent Offense-Tier 1-Tier 3 Process and/or up to five (5) day suspension, possible notification to police.

Matters Pertaining to Disruption of the Educational Process

A. Cheating/Plagiarism-Copying the work of another and representing it as one's own.

Any Offense-Tier 1-Tier 3 Process and loss of credit on paper.

Subsequent Offense: Tier 1-Tier 3 Process and loss of credit on paper and/or up to one (1) day suspension.

B. Dishonesty/Lying

Any Offense-Tier 1-Tier 3 Process and/or up to three (3) day suspension, long-term suspension or expulsion.

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

First Offense-Tier 1-Tier 2 Process

Second Offense-Tier 1-Tier 3 Process and/or up to one (1) day suspension

Subsequent Offense-Tier 1-Tier 3 Process and/or up to five (5) day suspension

D. Disruptive behavior

Any Offense-Tier 1-Tier 2 Process

Subsequent Offense: Tier 1-Tier 3 Process and/or up to five (5) day suspension

Matters Pertaining to Disruption of the Educational Process, continued

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-Tier 1-Tier 3 Process and/or up to ten (10) day suspension, long-term suspension or 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 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-Tier 1-Tier 2 Process and Contact with parents after more than three tardies.

Subsequent Offense-Tier 1-Tier 2 Process and Truancy Officer will be contacted.

G. Any Items which are not intended for curricular or co-curricular program activities, are not permitted at school.

First Offense-Tier 1-Tier 2 Process

Second Offense-Tier 1-Tier 2 Process and confiscation of item(s) until parent picks it up.

Subsequent Offense-Tier 1-Tier 3 Process and/or up to a two (2) day suspension.

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 skirts, 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.

Any Offense-Tier 1-Tier 2 Process and sent to the office until appropriate attire is secured. Parents will be notified.

Matters Pertaining to Controlled Substances

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

A. Tobacco—all types

1. Possession

First Offense-Tier 3 Process, confiscation, parent contact and/or up to one (1) day suspension.

Second Offense-Tier 3 Process, confiscation, parent contact, meeting with the designated substance abuse counselor and his/her parents and/or up to three (3) day suspension.

Subsequent Offense-Second Offense: Tier 3 Process, confiscation, parent contact, meeting with the designated substance abuse counselor and his/her parents and/or up to five (5) day suspension.

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

First Offense-Tier 3 Process, confiscation, parent meeting and/or up to three (3) day suspension

Second Offense-Tier 3 Process, confiscation, parent meeting and/or up to five (5) day suspension

Subsequent Offense-Tier 3 Process, confiscation, parent meeting and/or up to ten (10) day suspension and recommendation for long-term suspension or expulsion.

Matters Pertaining to Controlled Substances

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

B. Paraphernalia

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

First Offense-Tier 3 Process, confiscation, parent meeting and/or up to one (1) day suspension

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-Tier 3 Process

OPTION "A"- Suspension five (5) days; an assessment by a State licensed agency for a determination of the student's subject to the policy regardless of amount taken. chemical dependency and a meeting with parents prior to readmission *

-OR-

OPTION "B"-Suspension ten (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.

Matters Pertaining to Controlled Substances

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

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

First Offense-Tier 3 Process and ten (10) day suspension pending a Board of Education hearing with recommendation for counseling and/or expulsion; referral to the police department.

E. Selling or furnishing substances purported or represented to have the effects of controlled drugs or purported or represented to be controlled drugs. A determination of the student's chemical dependency.

First Offense-Tier 3 Process and ten (10) day suspension. Parent meeting to take place prior to readmission. Possible recommendation for assessment by a licensed agency for a determination of the student's chemical dependency.

Second Offense-Tier 3 Process and ten (10) day suspension pending a Board of Education hearing with a recommendation for long-term suspension or expulsion and/or a meeting with parents prior to readmission.

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 District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

Before suspending a student for 10 or fewer school days, an administrator must: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

To see the procedure in its entirety please reference Board of Education Policy 5206 and 5206A.

Expulsion Procedures

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

Panel Suspension or Expulsion

Before the Panel suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Panel hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The Panel will consist of at least one member of the Board of Education and four district administrators. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Panel will not suspend or expel the student unless, following the hearing, a majority of the Panel finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Panel's decision is final. The Panel's decision will be based solely upon the evidence presented at the hearing. A written decision will be

rendered within five (5) school days of the hearing.

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. The principal may be called upon at any time to assist parents.

Report cards are also used to communicate student progress. Report cards are viewable through parent connect.

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

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

Student Class Assignment

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

District/State Assessments

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 the 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

A. Visitors

1. A person may not enter or remain on the District's property if prohibited by law.
2. A person visiting a school building during instructional hours must first report to the building's main office. At the Superintendent's or building principal's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and be escorted while on District property. District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.
3. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.
4. The building principal or designee may permit a parent/guardian who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require

the parent/guardian to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

Volunteers

Volunteers

1. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.
2. The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.
3. Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

Device Use Contract

As a responsible student using technology, I understand the following is expected of me when using my assigned Chromebook during the school year.

- 1.) I will take care of my iPad and/or Chromebook.
- 2.) I will know where my iPad and/or Chromebook is at all times.
- 3.) I will store my iPad and/or Chromebook in its appropriate slot in the cart.
- 4.) I will always carry my iPad and/or Chromebook closed and with two hands.
- 5.) I will always use my iPad and/or Chromebook in a safe place: desk or table.
- 6.) I will keep food and beverages away from my iPad and/or Chromebook as they can cause damage to the device.
- 7.) I will use my iPad and/or Chromebook in ways that are educationally appropriate and meet school usage and teacher requirements. I will not share my work with friends.
- 8.) I will use my iPad and/or Chromebook to complete assignments as expected. This means I will not use websites, games, and Google programs not approved by my teacher.
- 9.) I will practice digital responsibility on the internet.
- 10.) I will not change any of the settings on my iPad and/or Chromebook. For example, I will not change my screen to high contrast, I will not change the desktop image, I will not change the cursor, I will not move the toolbar, etc.).
- 11.) I will only touch/use my assigned iPad and/or Chromebook unless the teacher gives permission to use an alternate.
- 12.) I will only remove my iPad and/or Chromebook from the classroom when given permission.
- 13.) I will report any damage to my iPad and/or Chromebook to my teacher immediately.

If I fail to follow the device rules stated above, I will suffer any of the following consequences:

I may lose the privilege to use an iPad and/or Chromebook to complete schoolwork until I

have proven I can be responsible.

I may be moved to a stationary computer to complete my assignment or may be asked to use pen and paper to complete assignments during recess.

Students who are repeat offenders may visit with the principal before being allowed to use a device in the future.

By signing below, I understand that using a BAS device is a privilege and not my right. I will follow the above rules and will suffer any of the above consequences if I choose not to do what is expected of responsible device users.

Signature

Date

BRIGHTON AREA SCHOOLS ACCEPTABLE USE POLICY

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges. Students have no expectation of privacy in or right to continued use of District technology resources.



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): _____

Grade: _____

School: _____

Parent/Guardian's Name: _____

@NEOLA

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.