



# MEMORANDUM

To: All Brighton Employees  
From: Department of Human Resources  
Date: September 4, 2007  
Re: School Safety Legislation

Recent "School Safety" legislation (2005 PA 129-131 and 138) enacted into law will have an impact on your employment with the district. Cited below are the key provisions of the new law and how it will affect you personally.

Not later than July 1, 2008, all school staff that are employed prior to January 1, 2006, and afterwards, are required to have a criminal record check by the Michigan State Police (MSP) and the Federal Bureau of Investigations (FBI). This means having your fingerprints scanned electronically and submitted to the MSP. It will be necessary for you to provide your fingerprints after January 1, 2006, even though you may have been previously fingerprinted for employment. The MSP's new electronic hand-scan system became fully operational as of that date, and prints received on or after that date will be archived and stored electronically.

Brighton Area Schools will be working cooperatively with the Livingston Educational Service Agency (LESA) to provide convenient locations within the district for the fingerprinting. Information regarding sites and times will be forwarded to all staff once they are confirmed.

Once the criminal history check has been conducted by the MSP, a report will be sent to the Michigan Department of Education identifying all school employees with a recorded criminal conviction. The Department will in turn provide the names of individuals convicted of a crime to the district superintendent and school board of the employing district. The report will include convictions for any misdemeanor or felony that was reported to the court or for which you were required to appear before a judge. If you have been convicted of a felony other than a listed offense (e.g. a felony that requires your name to be listed on the sex offenders registry), the district superintendent and the school board are required by law to agree in writing to continue your employment with Brighton Area Schools.

The law now prohibits a school district from employing, in any capacity, a person convicted of a listed offense. Individuals currently employed by a school district on the sex offender's registry must be dismissed from employment.

125 South Church Street • Brighton, Michigan 48116

Phone (810) 299-4090 • FAX (810) 299-4092 • Email: [wardr@gwise.bas.k12.mi.us](mailto:wardr@gwise.bas.k12.mi.us)

The new legislation also requires you, as an employee of Brighton Area Schools to self-report to the Office of Human Resources and the Michigan Department of Education when you have been arraigned/charged with any misdemeanor or felony that was reported to the court and for which you had to appear before a judge. You must do so within three (3) business days or you will be guilty of an additional crime. The reporting form will be available on the districts "Intranet" website under Human Resources. You may access additional information about the legislation at the following address, [www.michigan.gov/teachercert](http://www.michigan.gov/teachercert). When you get to the site, go under "Current Updates" and click on "School Employee Criminal History Checks and Conviction Legislation Information."

If you have any questions regarding the new "School Safety" legislation, please contact the HR office at 810-299-4090.

**Brighton Area Schools**  
**Arraignment Disclosure Form**  
**(Must be completed within 3 Business Days from date of arraignment)**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
School Name (Please Print)

\_\_\_\_\_  
School District (Please Print)

\_\_\_\_\_  
Position (Please Print)

\_\_\_\_\_  
Date of Arraignment (Please Print)

Pursuant to Public Act 131 of 2005, I, hereby disclose that I was arraigned on the  
aforementioned date for the criminal offense of \_\_\_\_\_  
in \_\_\_\_\_ Court, located in the State of  
\_\_\_\_\_, County of \_\_\_\_\_.

I have attached copies of any documents I received at the time of arraignment.

In signing this form, I acknowledge that I understand that failure to disclose this information is a violation of Public Act 131 and can result in action being taken relative to my certification, employment and additional conviction of a crime.

Further, in signing this form, I acknowledge that I understand that should I be convicted of or pled guilty or nolo contendere (no contest) or that I am the subject of finding of guilt by a judge or jury, it is my responsibility to disclose to the court that I am employed by a school, public or non-public. I also understand that if I am subsequently not convicted of any crime after the completion of judicial proceedings resulting from that charge, I must request, in writing, that the Michigan Department of Education and the employing school/district delete the report from my records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE:**        **This form must be submitted within three (3) business days from the date of arraignment to the Assistant Superintendent Human Resources and the Michigan Department of Education.**