



Board of Education  
 Regular Board Meeting  
 May 26, 2015  
 7PM

BECC Building, Board Room  
 125. S. Church Street  
 Brighton, MI 48116

<b>I. Call to Order</b>		
<b>II. Pledge of Allegiance</b>		
<b>III. Roll Call</b>		
<b>IV. Approval of Agenda</b>		
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**X. For Information**

- A. Curriculum/Instruction
- B. Finance
  - 1. Bills of May , 2015
  - 2. Financial Strategy
- C. Superintendent/Human Resources
- D. Other – Student Representative

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**XI. Second Call to the Public**

**XII. Closed Session**

- A. Closed Minutes, May 11, 2015 .....

Report 15-97

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**XIV. Adjournment**

**XIII. Next Meeting, Monday June 8, 2015**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's Business and is not to be considered a public community meeting. There is time for public participation during the meeting as indicated in agenda item "Call to the Public."

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Recognition**

**A. Tenure Teachers**

<b>Eldred</b>	Dawn	GRADE 6	MALTBY INTERMEDIATE
<b>Moffa</b>	Jean Marie	FRENCH	MALTBY INTERMEDIATE SPENCER ELEMENTARY
<b>Zalusky</b>	Lisa	GRADE 6	MALTBY INTERMEDIATE
<b>Headley</b>	Shannon	SOCIAL STUDIES	BRIGHTON HIGH SCHOOL
<b>Roberts</b>	Rocky	AUTO TECHNOLOGY	BRIGHTON HIGH SCHOOL
<b>Evan</b>	Matthew	MATHEMATICS	THE BRIDGE ALT HS
<b>VanNote</b>	Jacob	ART	THE BRIDGE ALT HS
<b>Stawiarski</b>	Rachelle	KINDERGARTEN	HAWKINS ELEMENTARY

**B. Shining Star**

**Spencer Elementary** Parent Cari Pilon, was nominated to receive “Shining Star” recognition for volunteerism and exceptional work with the Spencer Carnival. Her commitment to the school and countless hours of detailed planning in order to make a successful event become possible is worthy of a shining star. BAS is proud to have such dedicated parents and volunteers.

**Brighton High School** Parent Teresa Meyer, was nominated to receive “Shining Star” recognition for literally doing every kind of volunteer service one person could do for BAS. At BHS, she has been deeply involved with PTO and volunteered at all kinds of activities. She (and her husband) have voluntarily DJ'd dances for students and have been at too many band concerts and activities to count. She has also been instrumental in the Senior All Night Parties at BHS. She is always smiling, always doing so much for BHS and our kids! It is noticed and she does not like to be noticed for it!

**Brighton High School** Parent Johanna Yuhas was nominated to receive “Shining Star” recognition. When we think of Johanna we think Science Olympiad. Since she was a parent at Spencer Elementary School over 10 years ago, Johanna has volunteered countless hours coaching Science Olympiad teams at the elementary, middle and high school levels. Her passion for science, engineering and problem solving has been passed on to a number of young adults, both male and female, and many now studying these subjects at the university level. With the help from her husband, Johanna has taken these teams to higher levels every year! With the graduation of her youngest from BHS this year, she has decided to retire from coaching Science Olympiad. Brighton Area Schools sincerely thanks her for all she has done!

**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report #15-80**

**For Action**

Subject:

Board of Education Meeting Minutes

Recommendation:

That the Board of Education approve the meeting minutes as presented.

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the minutes of May 11, 2015 as presented.

Voice Vote:

Ayes

Nays

May 11, 2015

Board of Education  
Brighton Area Schools  
Regular Meeting  
Monday, May 11, 2015  
7:00 PM – BECC

## Minutes

### I. **Call to Order**

President Krause called the meeting to order at 7:00 PM.

### II. **Pledge of Allegiance**

### III. **Roll Call**

Members present: Jay Krause, Dave Chesney, Ken Stahl, Beth Minert, Bill Trombley, John Conely and Andy Burchfield.

Also present: Superintendent Gray, Assistant Superintendents Gisting and Surrey, staff, press, and visitors.

### IV. **Approval of Agenda**

Motion: To approve the agenda as presented.

Moved by: Minert

Supported by: Stahl

Voice vote: 7 ayes.

Motion carried.

Motion: To amend the agenda to remove VIII Action item F. BHS Phase III renovations, contractor recommendations.

Moved by: Trombley

Supported by: Minert

Voice vote: 7 ayes.

Motion carried.

### V. **Recognition**

#### A. **Scranton Middle School**

1. Olivia Sizeland, Alison Schavey, Cora-Melin Mikat and Makenna Wiljanen received "Shining Star" recognition for being chosen to lay the wreath on the Tomb of the Unknown Soldier during the Washington DC field trip.
2. Hailey Classen, Henry Clise, Skylar Deming, Sophie Dziekan, Collin Faeth, Megan Gackler, Christian Koss, Grace Snider, Adriana Totaro, Cathy Young, Connor Young, Zachary O'Kronley and Jacob O'Kronley received "Shining Star" recognition for Science Olympiads. Coaches - John Conely, Michele Faeth, David Faeth, Jim Young, Stephanie Young, Tim Clise, Kara Totaro, Gerri Koss, Michael Gackler, Julie Jackson and Mike Young were also recognized.

May 11, 2015

**B. Brighton High School**

1. Ethan Curtis and Lily Ireton were nominated to receive “Shining Star” recognition for being nominees to participate in the National exam for the International Chemistry Olympiad and for Ethan being chosen for the study camp.
2. Jason Cojocneanu, Andrew Goble, Calloway Salmon and Danny Seehase were nominated to receive “Shining Star” recognition for their accomplishments this year in DECA.

**VI. Call to the Public**

Carol Wilcox addressed the board regarding district finances and the board’s roles and responsibilities.

Ginger Cox thanked Trustee Burchfield for attending the Annual Auction at Spencer Elementary. Also, she voiced concern regarding the elimination of pay to participate for athletics and asked the board to rescind or delay their vote.

Ellen Lafferty also voiced concern regarding the elimination of pay to participate for athletic fees.

**VII. Board Reports**

Treasurer Stahl gave a report on behalf of the bond oversight committee. Dr. Chesney asked a question regarding scope of projects and where the money has been spent. Superintendent Gray stated a report will be compiled regarding the scope of projects.

Secretary Minert announced a presentation on the SHIFT grant will take place at the June 8 board meeting.

Trustee Trombley asked questions in regards to the bond minutes of the April 22, meeting and where are we at with the switch issue? It was communicated that the minutes were posted on the district web page today and that a copy of Great Lakes electrical bid will be obtained to see if the study was excluded.

Trustee Conely gave a report on behalf of the Scranton Science Olympiad team, Auto Lab and BHS Robotics.

Trustee Burchfield reported attending the Annual Auction at Spencer Elementary and how impressed he was to observe the commitment and support from parents, volunteers and local businesses.

Dr. Chesney announced the LESA budget meeting will be hosted on May 14, from 6-8 pm and that LESA is in the beginning stages of creating an informational tri-fold of key services offered to BAS. Also, he reported meeting with staff and students regarding BHS educational objectives.

May 11, 2015

**VIII. For Action**

A. Motion: To approve the minutes of April 22, 2015 as presented.  
Moved by: Chesney  
Supported by: Trombley  
Voice vote: 7 ayes.  
Motion carried.

B. Motion: To approve the minutes of April 25, 2015 as presented.  
Moved by: Chesney  
Supported by: Minert  
Voice vote: 7 ayes.  
Motion carried.

C. Motion: To approve the minutes of April 27, 2015 as presented.  
Moved by: Chesney  
Supported by: Burchfield  
Voice vote: 7 ayes.  
Motion carried.

Motion: To amend the minutes of April 27, 2015 to include the spelling corrections as presented – Beau Mourer, and Chesney.  
Moved by: Minert  
Supported by: Stahl  
Voice vote: 7 ayes.  
Motion carried.

D. Motion: It is recommended that Pay to Participate for athletics be eliminated commencing July 1, 2017.  
President Krause called for the question.  
Moved by: Chesney  
Supported by: Burchfield  
Roll call vote: 3 ayes, 4 nays – Trombley, Krause, Conely and Minert.  
Motion fails.

Dr. Chesney provided a presentation on Pay to Participate for athletics.

Board members will communicate ideas to Superintendent Gray regarding pay to participate options as a future item for discussion on the May 26 agenda.

E. Motion: That the board accept the resignation of Cassandra Wheeler as presented.  
Moved by: Trombley  
Supported by: Burchfield  
Voice vote: 7 ayes.  
Motion carried.

- F. Motion: BHS Phase III renovations, contractor recommendations was removed from the agenda.

**IX. For Future Action**

- A. Handbook revisions, BHS – Principal Vecchioni presented the information for board review and this item will be placed on the May 26 agenda for board consideration.
- B. Handbook revisions, Scranton – Principal Hobson presented the information for board review and will this item be placed on the May 26 agenda for board consideration.
- C. 2015-2016 Original Budget – Dr. Gisting presented the 2015-2015 Original Budget for board review. This item will be placed on the May 26 agenda for board consideration.
- D. Student Nutrition, Lunch fees – Student Nutrition Director Richard Browder presented a proposal to increase lunch prices at BHS and Scranton beginning 2015/2016 School Year. This item will be placed on the May 26 agenda for board consideration.
- E. Brighton Center for the Performing Arts Projector Screen – Dr. Turner presented the bid proposals for BCPA projector screen and recommended E2I Design. This item will be placed on the May 26 agenda for board consideration.
- F. Resolution, LESA Board Election – The resolution to designate District’s LESA Election Representative was presented for board review. Dave Chesney and Beth Minert Tuesday May 26 next board meeting
- G. Resolution, 2015 School Bldg and site Bonds, Series III was presented for board board review.
- H. The following Neola Policies 1240, 1420, 2260.01, 3120, 3220 and 4120 were presented to the board for a first reading and will be place on the May 26 agenda for board consideration.

**X. For Information**

- A. Curriculum/Instruction – Colleen Deaven, Principal presented a virtual tour and program offerings for online learning at The Bridge. Also, Career Day will be hosted at the Bridge on Tuesday May 12.
- B. Finance – Dr. Gisting presented district bills of April 24 – May 1, 2015. Also, communicated to the board that Property Tax Levy for 2015, L-4029 forms will be provided for action on May 26.  
Financial Strategy – Dr. Chesney commented that while defining financial strategies the board should consider influencing the best interest of the all students.
- C. Superintendent/Human Resources – Dr. Gray announced that initial staff list was provided to teaching staff. Also, the June 16 board work session will be rescheduled and new dates will be distributed to select a new date.

May 11, 2015

D. Other – Student Representative – Ryan Schaller provided updates on behalf of Brighton High School and showed a video created by students and hosted on the high school website.

XI. **Second Call to the Public**

Allison Cox addressed the board regarding the vote for elimination of pay to play.

Kara Totaro communicated to the board that Scranton PTO helped fund the Science Olympiad team.

Sherri Ostermann addressed the board regarding pay to participate fees.

XII. **Closed Session**

Motion: To enter closed session for the purpose of discussing negotiation strategies connected with BASAA, BEA and the BESPAs bargaining units inasmuch as the administration has requested a closed session.

Moved by: Chesney

Supported by: Stahl

Roll call vote: 7 ayes.

Motion carried.

Board entered closed session at 9:38 p.m.

Board entered open session at 9:52 p.m.

XIII. **Adjournment**

President Krause adjourned the meeting at 9:52 p.m.

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-81**

**For Action**

Subject:

Brighton High School Handbook Revisions.

Recommendation:

To adopt the revisions as presented.

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To adopt the 2015/16 Brighton High School handbook as presented.

Voice Vote:

- Ayes
- Nays

BHS Handbook Revisions

2015-2016

Page 4

**Under Table of Contents**

Delete "School Closings.....41"

Page 5

**Under Table of Contents**

Delete "Security System Alarms.....50" and "Telephones.....50"

Page 8

**Under Graduation Requirements**

Delete The \*\* in front of Mathematics and the \*\*\* in front of World Languages

Add "Any variation of these requirements please refer to the BHS Curriculum Guide or talk to your counselor."

Page 8

**Under Other Credit Requirements**

Delete 3<sup>rd</sup> bullet- "Michigan Merit Exam Requirements..."

Add 3<sup>rd</sup> bullet- "State of Michigan Standardized Assessments..."

Delete 3<sup>rd</sup> bullet- 2<sup>nd</sup> line- after "...on the" "Michigan Merit Exam"

Add 3<sup>rd</sup> bullet- 2<sup>nd</sup> line- after "on the..." "assessment"

Add 3<sup>rd</sup> bullet- move paragraph from page 9, beginning with, "Unless otherwise indicated..." and ending "...The Superintendent or his/her designee must approve any deviation from tis requirement." To this section.

Add 5<sup>th</sup> bullet- "9<sup>th</sup> and 10<sup>th</sup> grade students may be required to take practice assessments."

Page 28

**Under Disrespect to School Personnel**

Add \*7. "Videotaping or photographing any staff member without consent."

Add Under consequence- "First Offense- Level 4, 5 or 6, Subsequent Offense- Level 5 or 6"

Page 31

**Under B. Closed Campus**

Add under consequences, and at the end of First Offense- "...and possible search of vehicle."

Add under consequences, and at the end of Subsequent Offense- "...and search of vehicle."

Page 34

**Under A. Tobacco**

Add in the parenthesis- (including smokeless chew, e-cigarettes and vaporizers including any substances used in vaporizer)

Delete under consequences- the First, Second and Subsequent Offense at the top of the right hand column and move up the consequences under this portion.

Page 35

**Under D. Using, selling or furnishing substances purported or ..."**

Add after First Offense, the word "possible" before the word "assessment"

Delete the entire paragraph beginning with "It is required that the appointment with the State-licensed assessment..."

Page 38

**Under M. Assemblies**

Delete In the first line, the words, "moreover, they are not optional" and add a period after "experience" in the first line.

Page 39

**Under** **Parent/Guardian Notification of Loss of Credit Status**

Delete In the third line, the words “accumulates his/her 7<sup>th</sup> absence in a semester. Contact will also be made at the time of the 8<sup>th</sup> absence to indicate a loss of credit for the semester.”

Add In the third line, after the word “student”, add an ‘ and the words “absences become excessive.”

Delete In the box with the heading, Attendance Policy/Reinstatement of Credit- 2<sup>nd</sup> bullet- “Upon 8<sup>th</sup> absence”, and the word “the” in 2<sup>nd</sup> line

Add In the same box-2<sup>nd</sup> bullet- “Excessive absences”, and after “semester,” add “may”

Page 41

**Under** **School Closings**

Delete The entire paragraph, including the heading.

Page 44

**Under** **Student Driving Regulations**

Delete at the end of #2, end of the sentence, delete, “a minimal cost.”

Add at the end of #2, after the word “for”, “\$50.00. Students purchasing a parking permit after the start of the second semester will pay \$30.00.

Page 46

**Under** **Damages**

Delete the following reasons:  
- Grossness  
- Food, spittle, chew, etc. on pages  
- Pages missing  
- Marks on pages and a0, b), c), and d)

Add First reason- “Major damage (pages missing; written on; etc.)

Delete In the paragraph beginning with “BHS financial secretary will determine...” delete the words, “financial secretary”

Add In the first line of the above mentioned paragraph, add “bookkeeper’

after the first word in the paragraph, "BHS"

Page 47-48

**Under**                    **Lockers**

Delete                    In the fourth sentence, "Defacing the locker may result in the assessment of damage fees."

Add                      At the end of the paragraph, and in bold letters, the sentence, "Any defacing of lockers will result in Destruction of School Property and the appropriate consequences as found on page 28."

Page 48

**Under**                    **Emergency Evacuation Tornado Porcedures**

Add                      #1, at the end of the sentence, the words, "with verbal directions."

Page 48-49

**Under**                    **Counseling**

Add                      Under #3. Counseling Services include:  
i. College applications  
j. Financial Aid

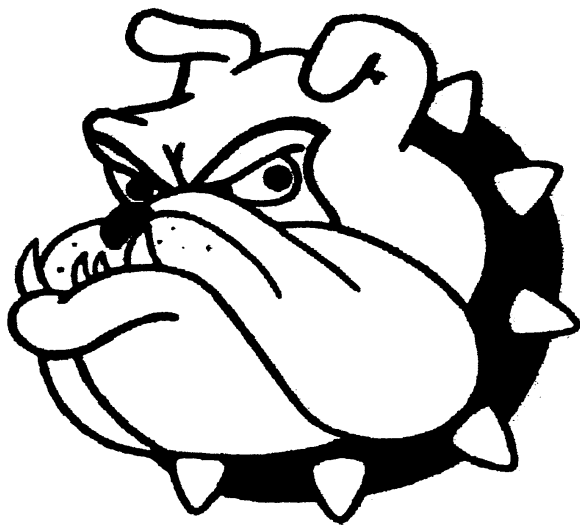
Delete                    All of the following paragraphs:  
Required Testing  
Optional Testing  
College Information

Page 50

**Under**                    **Media Center**

Delete                    The heading and the entire paragraph under the heading- 3. Security System Alarms

Delete                    The heading and the sentence following- Telephones



**BRIGHTON**  
**HIGH SCHOOL**  
**HANDBOOK**

**2015-2016**

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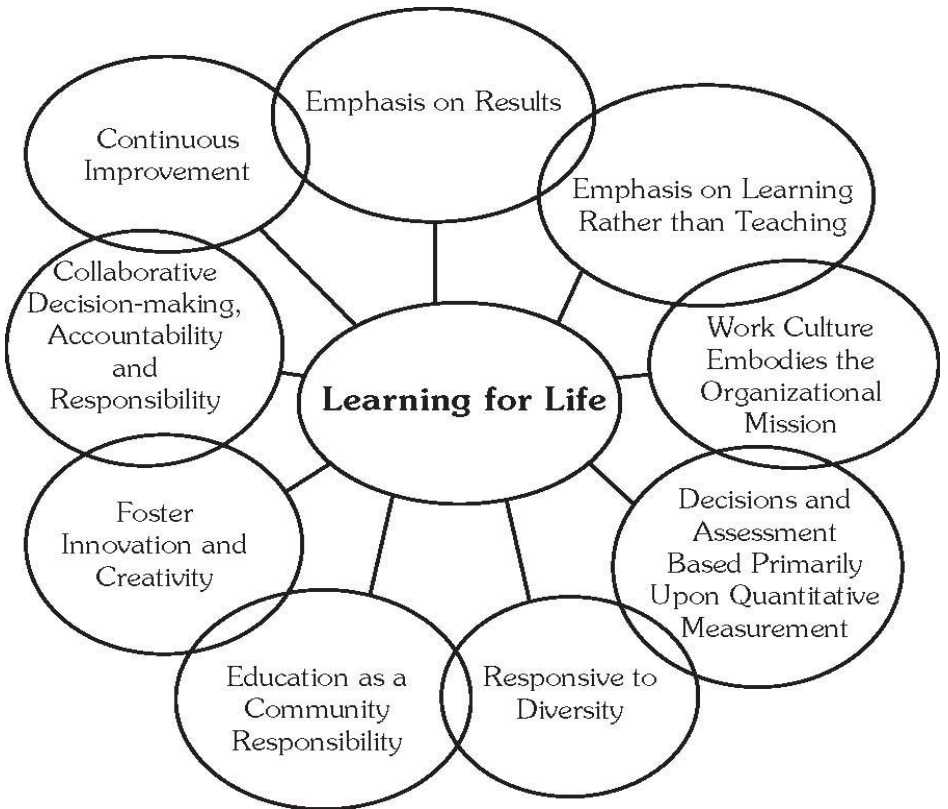
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**BRIGHTON BOARD OF EDUCATION**  
**Statement of Philosophy and Guiding Principles**

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 mission statement is *Learning for Life*; each Brighton graduate is prepared as a lifelong 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.

### **PREFACE**

This handbook, a cooperative effort of students, teachers, parents, and administration, sets forth the rules and regulations that govern the students' involvement with the academic, social, and recreational programs of Brighton High School. The goal is to promote learning for life in a safe, drug, and violence free environment. It is recognized that guidelines are necessary if an orderly operation is to be achieved. This handbook has been adopted as policy by the Brighton Area Schools Board of Education to accomplish that goal. In addition to the guidelines in this handbook, all Board of Education policies apply.

# ACADEMIC REQUIREMENTS AND STANDARDS

## Credits

Courses meeting five (5) days a week for one year receive one (1) credit; courses meeting for one semester receive one half (1/2) Credit. Students are required to maintain and attend a complete class schedule.

## Graduation Requirements

All students must meet the following course requirements listed below.

A. Earn twenty-two (22) credits in the following areas:

English.....	4 Credits
** Mathematics.....	4 Credits
Science.....	3 Credits
Social Studies.....	3 Credits
Health Education.....	1/2 Credit
Physical Education Credit.....	1/2 Credit
*** World Language.....	2 Credits
Visual, Applied or Performing Arts.....	1 Credit
Electives.....	6 Credits

**\*\* May be replaced with an elective option if student has successfully completed mathematics credits meeting the Michigan Merit Curriculum requirements.**

**\*\*\* Class of 2016 and beyond.**

**Any variation of these requirements please refer to the BHS Curriculum Guide.**

## Other Credit Requirements:

- Students are required to maintain and complete a full class schedule (currently 6 courses per day).
- Credits received via testing out may be used to meet the Michigan Merit or prerequisite requirements. The credit will be included on their transcript, but not count toward the 22 credits required for graduation.
- **Michigan Merit Exam Requirements** **State of Michigan Standardized Assessments**– All Students receiving a Brighton High School diploma are required to earn valid scores on the **Michigan Merit Exam** assessment. Valid scores mean that the student must make an honest, serious effort on the exam; it does not mean that the student must earn a specific score.

**Unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services, as a requirement for graduation, a high school student must participate in all state or federal academic testing programs in which the student is eligible to participate and which the School District is required to administer. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma and will preclude that student's participation in graduation commencement exercises. The **22****

**Superintendent or his/her designee must approve any deviation from this requirement.**

- Michigan Merit Curriculum may provide a Personal Curriculum option for students. Information is available through the student’s counselor.
- **9<sup>th</sup> and 10<sup>th</sup> grade students may be required to take practice assessments.**

**Class Standing**

Annually, student credits are evaluated to determine a student’s grade level placement. The following is a minimum number of credits a student must have earned to achieve a particular grade level:

<u>Standing</u>	<u>Credits</u>
Sophomore	4.5
Junior	10.5
Senior	15.5

NOTE: Even if you have achieved sophomore, junior or senior class status, if you do NOT have sufficient credits, you may NOT graduate on time. In addition, BHS Administration may refer a student who is deficient in credits to Brighton Area School’s **Bridge Alternative High School**.

~~**Unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services, as a requirement for graduation, a high school student must participate in all state or federal academic testing programs in which the student is eligible to participate and which the School District is required to administer. A high school student’s failure to meet this requirement will render him/her ineligible for a high school diploma and will preclude that student’s participation in graduation commencement exercises. The Superintendent or his/her designee must approve any deviation from this requirement.**~~

**Semester Grades**

For a student to receive a passing grade for the semester, s/he must pass two out of three of the grades within the semester and receive a .67 on a 4-point scale. That is, a student must pass two of the following grades:

1<sup>st</sup> Quarter of a Semester

2<sup>nd</sup> Quarter of a Semester

The Average of the Two Quarterly Exams

**Grade Point Average**

Each student’s report card will indicate a grade point average for that nine-week period. Brighton High School uses a 4-point grading system or a 5-point grading system for Advanced Placement courses. *A cumulative grade point average for each student is computed only at the end of each semester.*

## Honor Roll

All students who earn a *cumulative average of 3.0 points overall*, with no grades less than a C-, will be listed on the honor roll.

The following values have been assigned to each letter grade:

Letter Grade	Points	Percentage	AP - Points
A	4.00	92.5 - 100	5.00
A-	3.67	89.5 - 92	4.67
B+	3.33	86.5 - 89	4.33
B	3.00	82.5 - 86	4.00
B-	2.67	79.5 - 82	3.67
C+	2.33	76.5 - 79	3.33
C	2.00	72.5 - 76	3.00
C-	1.67	69.5 - 72	2.67
D+	1.33	66.5 - 69	2.33
D	1.00	62.5 - 66	2.00
D-	.67	59.5 - 62	1.67
E	0.00	Failing	0.00
G		Testing Out or Administrative Decision	
I	0.00	Incomplete	0.00
W		Withdrew	

To graduate with honor, the following criteria must be met:

3.3 – Cum laude      3.5 – Magna cum laude      3.8 – Summa cum laude

## Personal Management Grade

Good citizenship is an expected outcome of good education; therefore, to keep parents informed and to encourage students to demonstrate the traits of a good citizen, teachers will include this number on the report card.

1. Exceeds Expectations
2. Meets Expectations
3. Below Expectations

## **Progress Reports**

At the midway point of each quarter, all students will receive a progress report in each class. Progress reports may be viewed online at each of these intervals. These serve, as an indication to students and parents as to academic standing while time remains to make corrections prior to the issuance of report cards. Parents and students are encouraged to make appointments with teachers in whose classes problems exist. Please call the high school office.

## **Report Cards**

The student school year is divided into four (4) quarters with report cards issued at the conclusion of each one. At the conclusion of each semester, report cards will include the average of two quarterly examination and semester grades. The semester grade is an average of the two, quarter grades (40% each), and the exam grades (20%). Course credit is determined by semester grades.

## **Quarterly Exams**

Quarterly exams must be taken as a part of the total course requirements. The quarterly exams count as 20% of the semester grade. Quarterly exams are expected to be taken at the regularly scheduled time. If quarterly exams are not taken, then the quarterly exam grade and the semester grade will be marked "I" (Incomplete).

Seniors may be exempt from end of year exams if they meet the academic, attendance and behavioral criteria as determined by the Brighton High School administration.

## **Incompletes**

When, in a teacher's opinion, illness or other valid reasons have interfered with the student's ability to meet class deadlines, an incomplete can be given rather than a grade. In such cases, each student will have three (3) weeks to complete the work. Failure to comply with this condition or make other administratively approved arrangements will result in a failing grade.

## **Testing Out**

Under Michigan law, (MCL 380.1279b) a student who chooses to receive credit for a high school course without enrolling in the course may do so by attaining a passing grade of not less than 78% for the final exam and/or other requirements including: comprehensive paper, portfolio, presentation, project, or assessment in the course. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

Successfully attained credit under this policy will earn a grade of "pass", and it will appear as a "G" on their transcript. It shall not be used in computations of grade point average nor counted toward the total required credits for graduation. Testing out may be used to fulfill prerequisites for other courses and/or subject area requirements. Testing out may also be used to recover the credit as a result of failing a course. Further information on testing out guidelines is available at the Brighton High School website.

## **Credit Recovery**

Credit recovery is offered at Brighton High School through an on-line learning lab. Students who need to make up classes or requirements should see their counselor.

## **Academic Letter**

Students may earn an academic letter by achieving a minimum of a 3.5 grade point average for two consecutive semesters and must be registered at Brighton High School during both semesters to qualify. Students may display their letters on a Brighton High School leather sleeved jacket.

## **Commencements**

High School Commencement exercises shall be held to recognize those students who have successfully completed the required courses as defined by the Michigan Merit Curriculum and earning at least 22 credits. In order to encourage high standards of student conduct and behavior, administration may deny a student the privilege of participating in commencement exercises based on the following:

- Any student suspended from school after May 1<sup>st</sup>
- Any student failing to complete all course or credit requirements, including online courses, by the last full day scheduled for seniors.

## **National Honor Society – Brighton Chapter**

Juniors are considered for membership to the National Honor Society following the first semester of their junior year. NHS is an honorary organization sponsored by the Brighton High School faculty and the National Association of Secondary School Principals. The four criteria by which a student is evaluated for membership are scholarship, leadership, service, and character. Students must have a minimum cumulative GPA of 3.5, demonstrate leadership roles within and/or outside of school, demonstrate service activity without any direct financial or material compensation to the individual, and show qualities of respect, responsibility, trustworthiness, fairness, caring, and citizenship.

The selection process follows these steps:

1. Those students scholastically eligible by earning a 3.5 cumulative GPA are invited to complete a Student Information form and write a Personal Statement.
2. Feedback regarding these students is solicited from faculty members.
3. Discipline and attendance records are reviewed.
4. A five member Faculty Council appointed by the principal reviews all of the above information and recommends students for membership.
5. Students are notified and either accept or decline membership.

# STUDENT 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 full rights of citizenship as delineated in 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.

## RIGHTS AND RESPONSIBILITIES

As a citizen and student you are guaranteed certain rights; along with these rights you must accept responsibilities. You have the right to pursue self-fulfillment and the responsibility not to infringe on the rights of others. Some of the most significant rights and responsibilities in the school setting are:

- |  |   |
|--|---|
| A. <b><i>The right to:</i></b> Pursue, through study and self-application, a quality education and to attain personal goals through participation in the entire school program.  | <b><i>The responsibility to:</i></b> Attend classes daily, be on time to all classes, and obey school rules.  |
| B. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis. | Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and to respect the dignity and worth of other individuals. |
| C. Practice freedom of speech, freedom of expression of ideas, and freedom of the press keeping in mind recent Supreme Court decisions.  | Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.   |

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D. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.	Develop tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
E. Participate in patriotic exercises or refrain from participating.	Respect the rights of classmates who do or do not wish to participate.
F. Be secure in their persons, and effects against unreasonable searches and seizures, privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or school regulation.	Respect the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law, the school code of conduct, and which are not hazardous to any person or property and to accept the consequences for articles in school lockers.
G. Fair, reasonable and impartial treatment when being disciplined for violation of school rules.	Be familiar with school rules (see Code of Conduct). Be accepting of fair and reasonable discipline. Follow prescribed procedures for appealing the discipline imposed.
H. Expect that school will be a safe place for all students to gain an education and participate in school-sponsored events.	Be aware of all the rules and regulations related to student behavior, conduct and upon request identify themselves to school authorities via school ID.
I. Attend school sponsored off-campus events.	Observe the same standards of conduct as required in school.

## **Student Government and Athletics Rights and Responsibilities**

Any student involved in student government or athletics should receive a copy of the code of conduct of that activity from the coach or sponsor. Students must meet the standards for individual sports and/or student government policies in addition to those outlined in this handbook.

## **Guidelines for Participation in Co-Curricular and Athletic Activities**

### **Purpose**

The purpose of co-curricular activities is to provide students an opportunity to develop leadership, teamwork and communication skills. Additionally, participation in co-curricular and athletics activities is intended to strengthen the student's connection to the school and its staff, thereby enhancing the school climate for all. Co-curricular and athletics activities enhance the development of character and the sense of responsibility both toward oneself and toward others. Co-curricular and athletic options also provide opportunities to learn the new roles and healthy activities that may connect with career pathways.

### **Eligibility**

All Brighton High School students are eligible to participate in co-curricular activities provided:

- they adhere to the policies and procedures of Brighton Area Schools, as set forth in the Student Handbook.
- they maintain a grade point average of 1.665 (C-) and meet the requirements for credit in all classes. If they fail to pass all of their classes, eligibility will be lost until reinstated by administration.
- the Bylaws as adopted by the organization and approved by administration are followed. Bylaws include the following information, as applicable:

Name of the Club or Student Group

Purpose

Membership

Duties of Members

Removal from Membership

Attendance

Meetings

Committees (if applicable)

Voting

Required Activities

Meeting Structure

Qualifications for Officers and Elections

Bylaw amendment procedures

## **Awards**

Students are eligible for certificates, school letters or other recognition in accordance with the criteria established and approved for each co-curricular activity.

## **Suspension/Exclusion from Co-Curricular and Athletics Activities**

All students participating in co-curricular and athletics activities are expected to comply with the policies and procedures of Brighton Area Schools as set forth in the Student Handbook. Any student suspended may not participate in, or attend co-curricular and athletics activities during the date(s) of the suspension, including weekend activities.

Generally, a student suspended on a given day is excluded from activities on that date, but the administrator reserves the right to extend that exclusion to the afternoon/evening before the suspension date. In the case of vacation periods that may cause extended removal from activities, the administration may make exceptions.

## **Student Code**

The Student Code of Conduct extends to off campus activities held by clubs and student government as well as on campus activities.

## **Ethical Standards**

All B.H.S. students involved in activities are representing Brighton High and are expected to exhibit and subscribe to a code of ethics and accept the direction of their sponsor/advisor.

Revised 5/14/03

## Disciplinary Process

1. **Warning** – A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
2. **Student Conference** – A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.
3. **Parent and/or Guardian Conference** – A conference involving the parent(s) and/or guardian(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parent(s) and/or guardian(s). The student may also be involved in a parent and/or guardian conference.
4. **Referral to a Resource Agency or Person** – Referral to an in-school or out-of-school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavior problem.
5. A referral should normally be made with the cooperation of a student and/or parent(s).
6. **Detention** – A student in violation of a school rule or policy may be required to spend a specific period of time before or after school in a specific location assigned by a teacher or administrator. A staff member will actively supervise such detention.
7. **Alternate Disciplinary Action** – The teacher or administrator may offer an alternative form of disciplinary action. Such action will be defined and described by the building administrator. This may or may not include In School Suspension (ISS).
8. **Suspension and Expulsion From School** -

When other procedures fail to produce satisfactory behavioral changes, or where specifically required by the nature of the problem, a student may be excluded from school. Such exclusion may involve any of the following or combination thereof: suspension from a class, subject or activity for up to one (1) full school day, suspension pending investigation, suspension for a period of one (1) to ten (10) school days, suspension pending expulsion, long-term suspension of eleven (11) to one hundred and eighty (180) school days, and/or expulsion. In the event an offense is committed which requires additional investigation prior to final determination of the penalty to be imposed, a suspension may be imposed during the investigation. Short-term suspension is defined as removal from school for a period not to exceed ten (10) school days. Long-term suspension is defined as removal from school for a period of eleven (11) school days and up to one hundred and eighty (180) school days. Expulsion is defined as removal of the student from school attendance in the district. Expulsion may be for a period in excess of one (1) school day up to permanent removal from school attendance. In some cases, where expulsion is being considered, a suspension may be invoked pending the decision. (It should be noted that dates of suspension are dates that school is in session. This excludes snow days, holidays and vacation days.)

9. ***Suspension/Exclusion from Co-Curricular and Athletic Activities*** - Any student suspended may not participate in or attend co-curricular and athletics activities during the date(s) of suspension, including weekend activities. Generally, a student suspended on a given day is excluded from the activities on that date, but the administrator reserves the right to extend that exclusion to the afternoon/evening before the beginning suspension date. In the case of vacation periods that may cause extended removal from activities, the administration may make exceptions.

10. ***Suspension Procedures*** - The following procedure will be followed if a suspension is to result from the disciplinary process.

a. A student may be suspended by a teacher from a class, subject or activity for up to one full day, if the teacher determines the student has violated any provision of the appropriate Student Code of Conduct. If this suspension is invoked, the teacher shall ask the parent or guardian of the student to attend a parent-teacher conference regarding the suspension. If possible, a school counselor, school psychologist or a school social worker shall attend the conference. The principal shall attend the conference if the teacher or parent so requests. In all other cases the following procedure will be implemented if a suspension is to result from the disciplinary process.

b. The student shall be informed of the specific charges which could 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.

c. The student will have the right to present to the school administrator any relevant information that will support his/her defense.

d. When a student is suspended by the school administrator, the administrator will notify the parent(s) as soon as possible of the suspension, the reasons for it, and the steps necessary to allow the student's return.

e. If a parent(s), guardian(s) or student is dissatisfied with this action, they may appeal the decision by following the "Appeal Procedures."

f. On any appeal or in any expulsion hearing, where the student has admitted the offending conduct, the hearing will concern only the appropriateness of the discipline to be imposed.

g. 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.

11. ***Behavioral Probation*** – The principal may place a student on behavioral probation for a specific period of time during which critical examination and evaluation of the student's progress should take place.

Behavioral probation will be initiated through the use of a Behavioral Probation Contract. The contract will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation, and length of the probation period. Failure to fulfill the contract, or a further infraction of school rules during the period of probation, will result in the imposing of further disciplinary action as set forth in the terms of the contract. The administrator should notify the parent whenever a student is placed on behavioral probation. Parents will be encouraged to discuss and assist so that the intent and terms of the probation are fulfilled. The student

may be placed on probation by mutual consent of the student and administrator. If consensus cannot be reached, the principal will assign a probation supervisor.

12. ***Expulsion Procedures*** - The following procedural guidelines will govern the expulsion process:

a. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included within this notice shall be a statement of the time and place for the hearing.

b. A parent or guardian shall be notified that they may attend such hearing, if they so desire.

c. The student, parent or guardian may be represented by legal counsel.

d. The student shall be given an opportunity to present his/her version of the situation. S/he will be allowed to testify and will be called to present the testimony of other witnesses and to offer additional evidence.

e. On any appeal or an expulsion hearing, where the student has admitted the offending conduct, the hearing will concern only the appropriateness of the discipline to be imposed.

f. 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.

g. This hearing shall be conducted by the Board-appointed Expulsion Committee, who shall make its determination solely upon the evidence presented at the hearing.

h. In accordance with the laws of the State of Michigan, such a hearing may be public or private, in accordance with the desires of the student.

i. 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 a verbatim record of the hearing.

j. The Board appointed Expulsion Committee shall announce its decision as to whether or not the student has violated the rules of the school district and its decision as to expulsion no later than ten (10) School days following the hearing.

k. The decision of the Expulsion Committee shall be by a majority vote of the members appointed to the Committee.

l. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.

## ***Appeal Procedure***

### ***Stage 1:***

If a student or parent/guardian requests an appeal of a suspension issued by a Principal, a conference will be held with the student, his/her parent or guardian, and the Principal.

### ***Stage 2:***

A student or parent/guardian may appeal to the Principal upon disagreement with the results of the Level 1 appeal. A conference will be held with the student, his/her parent or guardian and the Principal.

### ***Stage 3:***

A student or parent/guardian disagreeing with the decision of the building Principal may appeal to the Superintendent or designee. A conference will be held with the student, his/her parent or guardian and the Superintendent or designee.

**Note:** If the Principal issues the suspension, the Level 1 appeal is held with him/her; the Level 2 appeal is directed to the Superintendent or designee.

**Note:** Requests for appeal at any level must be made by the end of the following school day.

**Note:** Any imposed discipline may be held in abeyance during the appeal process. If the disciplinary appeal is denied at the last stage of appeals, the imposed discipline is to commence immediately upon completion of the last stage of the appeal process.

## **INTRODUCTION TO CODE OF CONDUCT**

### **Policy**

“The Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.” (Michigan School Law 380.1300) Board policy prohibits the threat or use of corporal punishment, in accordance with State law (MCL 380.1312). The purpose of the Code of Conduct shall be to support student growth by enhancing educational opportunities through improved student behavior. Brighton High School will maintain the student’s due process while enforcing state and local laws, as well as appropriate school conduct and the rights and responsibilities of each student. These rules supplement our broad discretionary power to maintain safety, order, and discipline.

## General Enforcement Procedures

1. Any student violating the rules and regulations as contained in this handbook will be subject to appropriate disciplinary action. Minor infractions will be subject to reprimands and, in these instances, the student's disciplinary history will be considered. Other infractions are subject to mandatory suspensions or expulsion as set forth in this handbook.
2. Students receiving suspensions must complete the duration of the suspension before returning to the regular classroom.
3. Parents will be notified of serious discipline problems and will be advised of all suspensions and police referrals.
4. The Livingston County Probate Court (Juvenile Division) will be advised of any situation that the administration feels comes within the jurisdiction of that Court.
5. The principal will make all appointments for the student or his/her parents to confer with the superintendent.
6. Certain situations involving student safety or discipline may necessitate a mandated mental health and/or substance abuse evaluation by a state licensed agency or service provider prior to a student's return to school.

## ANTI-BULLYING/VIOLENCE PREVENTION

### **Disciplinary Action**

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

Behavior: in all categories includes, but not limited to...

### **Category I:**

Teasing, insulting, name calling, mean or rude gestures, spreading rumors or behavior that would hurt other's feelings.

### **Category II:**

Swearing, taunting, ridiculing, humiliating, threatening, pushing, shoving, grabbing, spitting.

### **Category III:**

Sexual, ethnic or severe harassment or intimidation, stealing or extortion, severe physical contact – fighting, kicking, punching.

## **Disciplinary Levels – can be inclusive:**

Level 1... Warning, after school detention, and/or peer mediation.

Level 2... Up to three hours detention or in or out-of-school suspension. Parent notification.

Level 3... Two (2) or three (3) days in or out-of-school suspension. Parent notification.

Level 4... Five (5) days out-of-school suspension with possible reduction to three (3) days with parent conference and student behavior plan. Parent notification.

Level 5... Ten (10) days out-of-school suspension with a possible reduction to six (6) days with parent conference and student behavior plan. Possible recommendation for expulsion. Parent notification.

Level 6... Ten (10) days out-of-school suspension with recommendation for expulsion. Parent notification.

## **Student Behavior Plan**

The administrator may offer the suspended student an opportunity to reduce the number of days of suspension by writing a student behavior plan. The student must include in his/her behavior plan:

What s/he did wrong.

What s/he will do in the future so this behavior will not happen again.

The student and parent must meet with the administrator for approval and to reduce the number of days of suspension in a Level 4, from 5 to 3 days and in a Level 5, from 10 to 6 days.

## **Conflict Resolution/Peer Mediation Program**

The Conflict Resolution/Peer Mediation Program provides an opportunity for students to resolve conflicts peacefully and before they might be subject to disciplinary action. Referrals to peer mediation may come from staff members, administrators, parents or the students themselves. Students are required to participate in mediation sessions (peer or adult-led as determined by supervising adult) when requested by a teacher, administrator, or staff member. Action taken by either party breaking the agreed upon resolution may be subject to disciplinary action as outlined in the Parent and Student Handbook.

## Student Code of Conduct

**Type of Conduct**

**Disciplinary Action**

### **Matters Pertaining to Citizenship**

**Violation of State Laws and/or local ordinances including but not limited to:**

<p>1. <b>Abuse of fire alarms</b>, safety equipment.</p>	<p>Any Offense – Level 5; file complaint with police, seek recovery of damages through court of competent jurisdiction.</p>
<p>2. <b>Bomb threats</b></p>	<p>Any Offense – Level 6</p>
<p>3. <b>Lighting of fires</b> or burning or attempting to burn any property belonging to the school or property belonging to persons employed by the school or attending the school.</p>	<p>Any Offense – Level 6; or alternative activities prescribed in School Code section 1311 and Board Policy 5610.01.</p>
<p>4.a. <b>Possession, use or threatening to use dangerous weapons</b> such as, but not limited to, fire arms, dagger, dirk, stiletto, knife with a blade over 3” in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.</p> <p>b. Possession, use or threatening the use of any weapon or dangerous object capable of inflicting bodily harm and not included in section 4a, including but not limited to: chains, knives, fireworks, explosives, smoke bombs, and toy weapons resembling any of the above.</p>	<p>Any Offense – Level 6; or alternative activities prescribed in School Code section 1311 and Board Policy 5610.01.</p> <p>Any Offense – Level 5 or 6</p>

Matters Pertaining to Citizenship continued...

**5. Bullying, harassment, or intimidation**

defined by Michigan Department of Education’s Model: “Bullying, harassment or intimidation” means any gesture or written, verbal or physical act, that a reasonable person under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the *student’s property*, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

- a. Non-directed type, not specifically directed toward a person or group
- b. Directed type, specifically directed toward a person or group.

First Offense – Level 1 or 2  
Subsequent Offense – Level 3

First Offense – Level 2 or 3  
Subsequent Offense – Level 5

<p>6.<b>Sexual harassment</b> of students or other persons is prohibited. Any person engaging in an act of sexual harassment will be subject to disciplinary measures.</p> <p>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.</p> <p>Sexual harassment shall also be defined to include unwelcome oral or written comments, gestures, touching, pictures, objects or other.</p>	<p>Any Offense – Level 1,2,3,4 by or 5; Police referral when necessary; possible recommendation for counseling.</p>
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Matters Pertaining to Citizenship continued ...

<p><b>7. Gangs –</b> A student shall not commit any act, verbal or non-verbal (gestures, handshakes, attire, etc.) that may reasonably be perceived by any student or school personnel as evidence of membership in or affiliation with any gang. A student shall not commit an act, verbal or non-verbal, in furtherance of the interests of a gang or gang activity, including, but not limited to: soliciting others for membership in a gang or gang-related activity; requesting any person to pay for protection or otherwise intimidating or threatening a person.</p> <p>The term “gang” as used in this policy, means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of School District rules or policies. Gang and gang activity are not tolerated at Brighton High School. Incidents of gang activity will be reported and tracked with contact being made to the local police and to the parents.</p>	<p>Any Offense – (Level 1 – 5) Police Referral</p>
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Matters Pertaining to Citizenship continued...

**A. Disrespect to School Personnel**

1. <b>Verbal and/or written disrespect</b> (short of profanity).	First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5
*2. <b>Verbal and/or written assaults</b> (Employee etc. as defined in Board Policy 5610 (threats – no bodily contact).	Any Offense – Level 6 Board Policy 5610 Section 1311a(2) School Code
*3. <b>Profanity directed at staff member.</b>	First Offense – Level 4 Subsequent Offense – Level 5
*4. <b>Physical Assault</b> – Employee, etc. as defined in Board Policy 5610, Section 1311a(1) School Code.	Any Offense – Level 6 Board Policy 5610 Section 1311(a) School Code
*5. Refusal to follow reasonable instructions. <b>(Insubordination).</b>	First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5
*6. <b>Refusal to identify oneself</b> to school personnel or refusal to go to the office when asked.	First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5
* <b>Videotaping or photographing any staff member without consent</b>	<b>First Offense- Level 4, 5 or 6</b> <b>Subsequent Offense- Level 5 or 6</b>

**B. Profanity or Obscenity (Verbal, written and/or gesture).**

*1. <b>Incidental</b>	First Offense - Level 1 or 2 Subsequent Offense – Level 3
*2. <b>Loud and/or deliberate</b>	First Offense – Level 3 <b>41</b> Subsequent Offense – Level 4

**Matters Pertaining to Property**

<p><b>*A. Theft</b></p>	<p>First Offense – Level 3, 4 or 5 Restitution and police referral, if appropriate. Subsequent Offense – Level 5; Restitution and police referral, if appropriate.</p>
<p><b>*B. Destruction of School Property or Property of Others</b></p>	<p>First Offense – Level 2, 3,4 or 5 Reparation and/or restitution and police referral, if appropriate. Subsequent Offense – Level 6 Reparation and/or restitution and police referral, if appropriate.</p>

**Matters Pertaining to the Safety of Others**

<p><b>Verbal and/or written assault</b> (Student) (threats – no bodily contact)</p>	<p>First Offense – Level 2 or 3 Subsequent Offense – Level 4</p>
<p><b>Pushing, wrestling or tripping</b></p>	<p>First Offense – Level 1,2, or 3 Subsequent Offense – Level 4</p>
<p><b>C. Assault – Physical Assault</b> means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.181(3) (b), MCL 380.1311(2)(b).</p>	<p>Any Offense – Level 5 or 6 Board Policy 5610, Section 1310 School Code</p>

<p><b>*D. Inciting others to fight.</b></p> <hr/>	<p>First Offense – Level 2 or 3 Subsequent Offense – Level 4 or 5</p> <hr/>
<p><b>*E. Extortion or coercion:</b> 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).</p> <hr/>	<p>First Offense – Level 3 Second Offense – Level 4 Subsequent Offense – Level 5</p> <hr/>
<p><b>*F. Behavior dangerous to oneself or others.</b></p> <hr/>	<p>Level 1, 2, 3, 4 or 5</p> <hr/>
<p><b>*G. Possession, use, or threatening the use of any weapon or dangerous object(s)</b> capable of inflicting bodily harm, not included in section on <i>Matters Pertaining to Citizenship</i> (A-4)</p> <hr/>	<p>First Offense – Level 1, 2, 3, 4 or 5 Confiscation ** Subsequent Offense – Level 5 Confiscation **</p> <hr/>
<p><b>*H. Throwing food</b> in the Cafeteria</p>	<p>Any Offense – Level 1 – 5</p>

**Matters Pertaining to Disruption of the Educational Process**

**CELL PHONE AND ELECTRONIC EQUIPMENT**

**POLICY – ABBREVIATED**

Cell phones and electronic equipment may not be used during class time unless approved by BAS staff.

1<sup>st</sup> Offense – Equipment is confiscated and sent to Grade Level Principal – to be returned to student at the end of the day, with a call home to parents

2<sup>nd</sup> Offense – Equipment is confiscated and sent to Grade Level Principal – to be returned at the end of the following day, with a call home to parents. If on Friday, the equipment is returned at the end of the day Monday.

3<sup>rd</sup> and Subsequent Offense – Equipment is confiscated and sent to Grade Level Principal – to be returned to parent or guardian at the end of the next school day.

- 2<sup>nd</sup> and subsequent offenses may be subject to alternative consequences.

*Matters Pertaining to Disruption of the Educational Process continued...*

<p><b>A. Truancy</b> – The failure to attend class, or a scheduled class activity, for any period of time; chronic tardiness may be considered as truancy.</p> <hr/>	<p>First Offense – Level 2. Loss of credit for the day Subsequent Offense – Level 3, 4 or 5 - Referral to County Attendance Officer for students 15 years of age or younger. Loss of credit for the day.</p> <hr/>
<p><b>B. Closed Campus</b> – leaving any designated area without authorization from the principal or his/her designee from the time a student arrives on school grounds until school is dismissed.</p> <hr/>	<p>First Offense – Level 2 or loss of parking privileges for 10 days <b>and possible search of vehicle.</b> Subsequent Offense – Level 3, 4 or 5 and loss of parking privileges for 20 days <b>and search of vehicle.</b></p> <hr/>
<p><b>C. Failure to attend assigned disciplinary detention.</b></p> <hr/>	<p><i>First Offense – Level 2</i> <i>Subsequent Offense – Level 3 or 4</i></p> <hr/>
<p><b>D. Disruptive Conduct</b></p> <hr/>	<p><i>Level 1, 2, 3 or 4</i></p> <hr/>
<p><b>*E. Cheating/Plagiarism</b> – presenting or copying the work of another and representing it as one’s own or providing materials to be copied by another.</p> <hr/>	<p><i>First Offense – Level 1 or 2; loss of credit for the assignment.</i> <i>Subsequent Offense – Level 3 or 4; Loss of credit for the assignment.</i></p> <hr/>
<p><b>F. Forgery</b>, deception, lying, fraudulently writing the name of another person, falsifying time, dates, grades, addresses or other data.</p> <hr/>	<p><i>Level 1, 2, 3, 4 or 5</i></p> <hr/>
<p><b>G. Misuse of Technology.</b> See Brighton Area Schools Internet Policy.</p> <hr/>	<p><i>Level 1, 2, 3, 4 or 5; restitution if necessary. Police referral, if appropriate.</i></p> <hr/>
<p><b>H. Gambling</b> for money or valuables .</p>	<p><i>First Offense – Level 3; possible police referral. Subsequent Offense – Level 4 or 5; police referral</i><b>45</b></p>

<p><b>I. Indecency</b> – Offending commonly recognized standards of health, safety, good taste, with respect to behavior, (spitting), public display of affection, dancing, or communication.</p> <hr/> <p><b>J. Toys</b> or recreational paraphernalia, including electronic devices, which are not intended for curricular or co-curricular activities, are not permitted in the classroom. Prohibited items include, but are not limited to: radios, <i>CD/tape players, laser electronic devices, glass bottles, rollerblades and skateboards of any type are not permitted in school building.</i></p>	<p><i>Level 1, 2, 3, 4 or 5</i></p> <hr/> <p><i>First Offense – Level 1; Confiscation ** - student asked not to bring item(s) to school. Subsequent Offense – Level 2 or 3: Confiscation **</i></p>
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**K. 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 products 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. Footwear must be worn.

Decency, as interpreted by the administration and staff is to be maintained at all times, including all school-sponsored activities. Tops, mesh shirts, shirts which expose the midriff, short skirts, short shorts, shorts with slits, tank tops and other types of revealing clothing will not be permitted. Underwear may not show. Shorts and other apparel worn must be mid-thigh or longer. Outerwear is prohibited in the building during regular school hours. Headwear will be allowed in the hallways, cafeteria and Media Center. All headwear is to be removed in the classrooms at teacher discretion. In shops and food areas, health and safety regulations, as well as usual occupational dress requirements, will determine the dress code.

*First Offense – Level 1; Immediate change of attire and may be sent home to change.*

*Subsequent Offense – Level 2 or 3; Immediate change of attire and may be sent home to change.*

**Matters Pertaining to Controlled Substances \***

<p><b>A. Tobacco</b> – all types and paraphernalia (including smokeless chew, <b>and</b> e-cigarettes <b>and vaporizers including any substances used in vaporizer</b>)</p> <p>1. <b>Possession</b> – including all paraphernalia</p> <p>2. <b>Use, sale, and/or distribution</b> on school property and/or at school activities</p>	<p><b>First Offense—Level 2; Confiscation**</b>  <b>Second Offense—Level 3; Confiscation**</b></p> <p><b>Subsequent Offense—Level 4; Confiscation</b></p> <p>First Offense - Level 3; and police referral. Confiscation **                  Second Offense – Level 4; and police referral. Confiscation **                  Subsequent Offense – Level 5; and police referral. Confiscation **</p>
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<p><b>B. Students shall not possess*** or use, <u>Alcohol</u>, controlled substances or mind-altering drugs and/or related paraphernalia</b> on school property or at school-sponsored events. Students attending school or school activities, after using these substances will be subject to this policy regardless of amount taken.</p>	<p>First Offense – Level 5 – may be reduced to a 6-day suspension from a 10-day suspension with full participation in school sponsored Insight program. Mandatory assessment by a State-licensed agency within four (4) weeks for a determination of the student’s chemical dependency.^                  Second Offense – Level 6 and police referral</p> <p align="right"><b>48</b></p>
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<p><b>C. Sale, distribution, furnishing or attempting to sell,</b> distribute or furnish alcohol, controlled substances, or mind-altering drugs.</p>	<p>Any Offense – Level 6 and police referral</p>
<p><b>D. Using, selling or furnishing substances purported or represented to have the effects of controlled substances or purported or represented to be controlled substances/look alike.</b></p>	<p>First Offense – Level 4; with <b>an-a possible</b> assessment by a State-licensed agency within four (4) weeks for a determination of the student’s chemical dependency.^  Second Offense – Level 6</p>

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

\* These offenses will be cumulative through the years the student is enrolled in high school.

\*\* Confiscated property will be returned to student, parent, or given to police, as appropriate.

\*\*\* Possession shall be defined as on person, in purse, bag, etc., in locker and/or within vehicle.

~~^ — It is required that the appointment with the State-licensed assessment agency be made within four (4) weeks. If a student is enrolled in an approved State-licensed in-patient program, s/he will be eligible to continue earning school credit through a hospital/ homebound program. The home school of the student will give work and assignments, where appropriate. In all of the mentioned options, police contact will be made. Further, the choice of options shall be exercised by the parent of a minor student or by the adult student.~~

# ATTENDANCE POLICY

## Philosophy

We, the staff of Brighton High School, believe that active participation in the classroom experience is critical to ensuring that students receive the best education available. We believe that discussions and classroom activities are not replicable and are essential to the intellectual and emotional development of students; in fact, these interactions help develop the knowledge, skills, and attitudes necessary for participation in a diverse, competitive and ever-changing world.

We believe that successful student attendance is a shared responsibility between the school and the home. Students are responsible for attending class and participating fully in their educational experience. Teachers are responsible for providing a rich learning environment and for keeping accurate records of attendance. Administrators, counselors and non-instructional staff are responsible for supporting students in the successful pursuit of their education, which includes good attendance.

Parents/guardians are responsible for establishing the expectation of good attendance and for communicating any legitimate absence to the school in a timely fashion.

We believe that all students are creative and intelligent, that they have much to offer the educational environment of our school and that their input and insight are essential, not only to their growth, but to that of everyone else as well.

The BHS Attendance Policy was created from the philosophy that good attendance is critical to success in school and in life and is a product of what happens in the home and in the classroom/school. The following policy is meant to support good attendance behavior while at the same time allowing for those occasions when being absent is unavoidable.

## Attendance Policy Overview

Each semester, students will be allowed **7 absences**. When the absence is excused, the student will be able to make up missed work/assignments/tests without penalty. If the absence is unexcused, the student will **not** be able to make up missed work/assignments/tests. Once a student reaches 8 absences (excused or unexcused), he/she enters into a “loss of credit” status. The student will continue to attend class and work towards academic success. If there are no additional absences, the “loss of credit” status will revert back into course credit with the earned grade. In cases of continued but limited excused absences, the student will have the opportunity to appeal the “loss of credit” status, presenting evidence of extenuating circumstances, and possibly have credit reinstated.

Please note: Excused absences that **WILL NOT** count in the (7) day limitation are those for documented medical and court appointments, religious observances, funerals, and those for school business and suspensions.

## Attendance Policy Guidelines

- A. In the event of an **excused absence**, parents/guardians should notify the Attendance Office by calling 810-299-4118. Calls must be received by 3:00 p.m. on the next day of school or the absence will be considered unexcused.
- B. **Unexcused absences** are absences that are not approved by the school, absences that result from leaving class or school without being granted permission from school authorities, absences not reported by a parent/guardian within the requisite 24 hour period, and absences resulting from an unexcused tardy.
- C. Grade Level Principals shall have final determination on any attendance issues.
- D. An automated phone call is made to the parent/guardian after every unexcused absence. Parents/guardians should be sure to have an accurate phone/contact number on file with the school.
- E. Unexcused absences will also result in progressive discipline consequences and over time be referred to the Livingston County Truant Officer.
- F. Parents/Guardians should consider school hours and the school calendar when scheduling appointments and/or time away from school. In the event that school is missed because of an appointment; parents/guardians should present verification documents (for medical appointments, court appearances, etc.) upon return to school. Note: **Documented medical and court appointments, religious observances, funerals, school business and suspensions are not included in the 7 absence limit.**
- G. Students and parents/guardians are responsible to keep track of the number of absences in each class period and seek adjustments through the Attendance Office if errors are discovered. Attendance information is available 24 hours a day, on-line through Parent Connect. Parents/guardians may also request a printout of attendance history through the appropriate Grade Level Principal.
- H. If students must leave school during the day, the parent/guardian must contact the school to grant permission **prior** to the student leaving. Students leaving campus must sign out at the Attendance Office and sign in when they return. If a student arrives at school after the start of the first class, he/she must sign in at the Attendance Office and the parent/guardian must call the school to excuse their student, otherwise the student will be marked unexcused. The school reserves the right to determine if the reason is excused or unexcused.

- I. **Make-Up Work:** Acquiring and completing make-up work/assignments/tests is the responsibility of the student. Students will be able to make up work/assignments/tests for full credit for an excused absence within the same number of days that they have been excused from school. In other words, if the student is absent two days, he/she has two days after returning to school to make up the work. Students will not be allowed to make up work/assignments/tests missed, due to an unexcused absence.
- J. **Assignments missed** due to an extended excused absence (3 days or more) can be picked up by the parent/guardian from the Counseling Office. **Please note: 24 hours advance notice is required for extended absence homework requests** in order for staff to have time to provide assignments to the office. Requests for work should be made by calling 810-299-4100.
- K. **Extended Illnesses/Hospitalization:** Extended absences for excused medical reasons will be dealt with on a case-by-case basis with the appropriate Grade Level Principal. Parents/guardians should notify the Grade Level Principal as soon as possible in the event of hospitalization/extended illness in order for the staff to effectively support the student's success upon return. Parents/guardians are encouraged to bring documentation to the school immediately upon the student's return to classes from an extended illness. Absences due to extended documented illnesses/hospitalization do not count toward the 7 absence limit.
- L. **Vacations** during non-break times are strongly discouraged as they are a disruption to the student's educational experience. However, when families choose to take students out of school for vacations, the student must complete a pre-arranged family vacation request form. The forms can be obtained in the Main Office and must be completed by the parent/guardian, teachers, and the student's Grade Level Principal prior to the absence. **Pre-arranged absences count toward the 7 absences limit.**
- M. **Assemblies** are an important part of the high school experience; ~~moreover,~~ **they are not optional.** Students are expected to be in attendance for all assemblies unless they are legitimately absent or not required to be present because the assembly is for a specific group or class. Attendance at assemblies will be part of class attendance for the class preceding the assembly. An absence from the assembly will count as an absence for the class.

**Excessive Absences: Loss of Credit Status**

Students are allowed to accumulate 7 absences during a semester without consequence, provided the absences are excused. Accumulating 8 or more absences during a semester will result in a "loss of credit" status for the semester. The 7 absence limit includes any absence except those for documented medical and court appointments, religious observances, funerals, and those for school business and suspensions. All other absences will be included in the 7 absence limitation.

**Parent/Guardian Notification of Loss of Credit Status**

Parents/Guardians can monitor attendance via Parent Connect and are encouraged to do so frequently. Grade Level Principals will notify parents/guardians and students when the student's absences become excessive. The student is expected to continue attending class and working diligently toward academic success.

**Recovering Credit**

Students who have lost credit for excessive absences may recover their credit by:

1. Enrolling in the course at the start of a new semester
2. Testing out of the course at the next scheduled test-out opportunity
3. Enrolling in an approved Credit Recovery program, i.e. Summer School or on-line.

**ATTENDANCE POLICY/REINSTATEMENT OF CREDIT**

- **7 Absences or less in any one class to maintain credit**
- **Excessive absences in any one class, per semester, may result in Loss of Credit**
- **Student may request reinstatement of credit through the appropriate Grade Level Principal, no later than 2 weeks prior to the end of the semester**

## Truancy

According to the Compulsory Attendance Law, “Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child’s sixteenth birthday shall send that child to the public schools during the entire school year. The child’s attendance shall be continuous and consecutive...”

The Brighton Area Schools will consider a child truant if:

- a. S/he is unexcused absent from school for more than five days in succession
- b. S/he is excused absent from school for more than 10 days in a 30 day period
- c. S/he is absent 30 days or more in a school year

## TARDY POLICY

### Philosophy

We, the staff of Brighton High School, believe that active participation in the classroom experience is critical to ensuring that students receive the best education available. We believe that discussions and classroom activities are not replicable and are essential to the intellectual and emotional development of students; in fact, these interactions help develop the knowledge, skills and attitudes necessary for participation in a diverse, competitive and ever-changing world.

We believe that in order to provide the best education available, classes need to start on time each day. Staff and students need to engage in teaching and learning when the bell rings without the interruption of tardy students. The BHS Tardy Policy was created from the philosophy that punctuality is critical to success in school and in life. The following policy is meant to support punctual attendance behavior while at the same time allowing for those occasions when being tardy is unavoidable.

### Tardy Policy Overview

Students are to be in their assigned class and ready to learn, when the tone sounds, signifying the start of the class period. Students have seven minutes of passing time. **The first three tardies in any one class will be recorded and handled by the classroom teacher. On the fourth tardy, students arriving late to class after the bell, without a pass from school personnel, are considered tardy unexcused and sent to the Grade Level Principal, who will place the student in In-School Suspension for the remainder of the hour for which they were tardy.** The absence from class will count as an in school suspension. Work/assignments/tests missed due to being tardy unexcused must be made up.

In the event a student remains after class to complete a test or consult with a teacher, the students will be permitted to the next class with a pass from the sending teacher/staff member. Students arriving to class late with a pass from a teacher, counselor, administrator, or other staff member at any point during the class period are not to be considered tardy or to be marked absent.

**Excessive tardies will also result in progressive discipline procedures, and the student may be considered truant.**

Students who arrive at school after the start of classes from an outside appointment must present a note to the attendance office from the appointment location or their parent/guardian documenting the absence. The student will then receive a pass from the Attendance Office for admittance into class. If an appointment is not documented, and the time missed is 15 minutes or more, it will be considered an unexcused absence and the student will report to their Grade Level administrator.

#### TARDY POLICY ABBREVIATED

- 1<sup>ST</sup> - 3<sup>RD</sup> Tardy in any one class - Teacher discretion
- 4<sup>th</sup> Tardy and beyond - Student sent to Grade Level Principal with Tardy Pass
- Student will be sent to their Grade Level Principal for I.S.S.

*Grade Level Principals shall have final determination on any attendance issues. Inquiries regarding the Brighton High School Attendance Policy should be directed to the appropriate Grade Level Principal.*

#### **School Closings**

School closings due to inclement weather or mechanical failure are announced on radio stations WHMI (93.5FM), WJR (760 AM), BAS website, mass e-mail and Facebook. We also notify Television Channels 4, 7 and 2.

#### **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.
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 half 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. Public Act 187 mandates this.
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.

## Student Driving Regulations

1. Driving to school is a privilege. All students driving to school are subject to the BHS Parking Rules and Regulations and all other conditions specified on the BHS Parking Application Form. School personnel may revoke driving privileges if a student's driving actions appear detrimental to the safety of self or others.
2. Any student who drives to school must have a parking permit. Parking permits are available only to students having a current valid driver's license with photo, and are available in the office for ~~a minimal cost~~ **\$50.00. Students purchasing a parking permit after the start of the second semester will pay \$30.00.**
3. Cars should be locked at all times.
4. Student vehicles are to be parked in the designated spaces of the student lots. Improperly parked vehicles may be towed. All related fees will be paid by the student.
5. Vehicles are not to be used by students for any purpose during the school day except:
  - a. with a pass from the office, or
  - b. for class activities
6. Vehicles are off-limits during the school day.
7. Vehicles are not to interfere with the buses at any time.
8. Students driving a motor vehicle must secure and display a parking permit per instructions on the application.
9. Parking Violations will be issued for the following reasons:
  - Vehicle has NO VALID PARKING PERMIT
  - Parked in DISABLED PERSON'S space/area
  - Parked in NO PARKING space/area
  - Parked in RESERVED or DESIGNATED space or area
  - Parked in 2 SPACES
  - Blocking driveway or access
    - 1 Offense – Warning
    - 2<sup>nd</sup> Offense - \$5.00 fine
    - 3<sup>rd</sup> Offense - \$10.00 fine and loss of parking privileges

## SCHOOL USE AND POLICIES

### Announcements

All student announcements must be signed by the appropriate teacher and/ or sponsor and submitted by noon the day before the announcement is to be made. The daily announcements will be reviewed by the administration.

## **Student ID**

Students are required to carry their student IDs at all times. Students will be required to show school picture IDs to staff on request. Students may be required to show schools IDs to gain entry into extracurricular activities. Lost, stolen, or damaged IDs will be replaced at student expense. Student IDs with the Internet icon need to be displayed appropriately for Internet access in the media center and computer labs.

## **Visitors**

Upon entering the building, all visitors must report to the high school office. Students may not have visitors in the classroom. Visitor passes are required for non-Brighton High School students who will be attending Homecoming, Winterfest, Prom or other special programs.

## **Unauthorized Person**

The administration or staff members have the right to seek the immediate removal of unauthorized persons from school property. An unauthorized person is one who does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of this institution. This includes students who are under suspension or expulsion and awaiting readmission. The administration or staff members have the authority to forbid any unauthorized person from entering school property. This includes all school-related activities. If an unauthorized person has been barred by the administration or staff members, s/he is subject to immediate arrest if s/he fails to leave or returns after being barred. Furthermore, the administration or staff members may ask for identification from any person and inquire as to the reason for their presence on school property.

## **Posters And Publicity**

Posters placed in the designated locations in the building may publicize various school activities. These posters must be approved and initialed by an administrator before posting. As soon as the event advertised is completed, they should be removed. Additional publicity can be arranged by a prepared news bulletin, which will be published in the daily bulletin or monthly newsletter.

## **Animals In The School**

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.

## Damage And Loss Fee/Materials

Students and/or parents will be charged for loss or damage to school property beyond ordinary wear and tear.

All damage and loss fees must be paid before graduation.

At the time textbooks are issued students will be given at least one day to determine any damages to his/her book. All damages must be noted on the textbook evaluation form. When the book is returned any additional damage to the book will result in fines charged to the student using the following list:

### Damage

### Price

#### ~~Grossness~~

~~Food, spittle, chew, etc. on pages~~

~~Major Damage (pages missing; written on; etc.).....New~~

~~Book/Full Charge~~

~~Pages missing.....New Book/Full Charge~~

~~Spine broken.....Rebind Fee~~

~~Covers.....Rebind Fee~~

~~Minimal water damage.....One half of Rebind Fee~~

~~Maximum water damage.....Full Charge~~

#### ~~Marks on pages-~~

~~a) Pencil.....25~~

~~each~~

~~b) Pen.....\$1.00 each~~

~~c) Pen marks which reveal answer.....Cost of book~~

~~d) Obscenity.....Cost of book~~

BHS ~~financial secretary~~ **bookkeeper** will determine cost of books and rebind fees.

Textbooks and other materials assigned to students are their responsibility. The students are responsible for safeguarding these items. Students will be held accountable for materials not in their possession at the time of collection. Students will be charged the “replacement price” for any textbook not returned at the time of collection because replacement books must be ordered in June for the following year.

## Nurse

The school nurse is in the building at regularly scheduled times. The nurse is available for emergencies and health consultations. Care beyond first aid cannot be administered. More serious matters are referred to a physician or emergency/urgent care facility.

## Medication

It is the policy of Brighton Area Schools to require written authorization and instruction provided by the physician and parent or legal guardian whenever a student needs to have a prescription or an over-the-counter medication administered during the school hours. It is against school policy to allow students to possess any type of medication in school. Only medication prescribed by a physician will be administered.

Students needing to take medication during school hours are to have a signed parent/guardian medication contract and a doctor's authorization on file with the school nurse. Medication is kept in the clinic for daily or occasional use.

No over-the-counter drugs are dispensed by school personnel except as noted above.

### **Accidents and Injuries**

1. All school-related, including co-curricular accidents and injuries are to be *reported immediately to the office/clinic*, at which time an Accident Report will be completed.
  2. Any student who is ill and needs to leave the building *must report to the office and administration will make the necessary arrangements*.
  3. In case of illness or emergency, students will not be sent home unless a parent or guardian has been called or an emergency number has been reached.
- In order to comply with the above, it is necessary to have an *accurate emergency card on file in office*.

### **Child Protection Law**

According to Michigan Law, Act # 238, Public Acts of 1975, Sections 722.621 – 722.636, all school personnel must report any suspicion of child abuse. "A... school administrator, school counselor or teacher... who has reasonable cause to suspect child abuse or neglect immediately by telephone or otherwise, should make an oral report... of the suspected child abuse or neglect, to the department. Within seventy-two (72) hours the reporting person should file a written report as required in this act."

### **Insurance**

It is the policy of Brighton Area Schools to offer for student/parent purchase Student Accident Insurance to students of the school district at group rates from a reliable insurer. We recommend this coverage for any student whose family does not have health and accident insurance or has limited coverage. The school district and its directors, employees and volunteers cannot be held responsible for student accidents on school property or resulting from school functions. Students' personal property is not covered by school insurance. This would include radios, musical instruments, or display items. Personal items are typically covered under homeowner's policies. Parents are advised to check their policies to be aware of their deductible and/or special endorsements, if any, for property that may be brought to school.

### **Lockers**

Student lockers remain the property of the school system when assigned for student use. When necessary, school personnel have the right to inspect a locker. Lockers are to be kept clean at all times. Also, lockers are not to be used for the retention of items and/or materials unnecessary to the students' academic performance. Of utmost importance is the secrecy of your locker combination. Telling others the combination increases your risk of theft. **Defacing the locker may result in the assessment of damage fees.** Each student will be assigned a locker. Changes will be made through the office when the

situation warrants and available lockers permit it. **Any defacing of lockers will result in Destruction of School Property and the appropriate consequences as found on page 28. (type this sentence in bold letters)**

### **Money and Valuables**

Students should not bring unnecessary amounts of money or valuables to school. Gym and hall lockers are not good places to house these items. School insurance only covers those items owned by the school. Students bringing materials to use in class must have the permission of the instructor. In no cases, are materials to be left overnight or during vacation periods.

### **Emergency Evacuation Tornado Procedures**

1. The warning signal is an intermittent sounding tone **with verbal directions**.
2. At the sound of the warning signal, students:
  - a. will assemble in designated areas immediately.
  - b. will enter designated areas in complete silence, remain silent and crouch down with heads between knees, hands covering head.
3. An all clear signal will be sounded to indicate the tornado drill is over and students are to return to class.

### **Fire Procedures**

Unannounced fire drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event that a real emergency ever occurs. Each school area will be posted, showing the proper exit route. Students are to follow all staff directions and leave the building quickly and quietly.

## **SERVICES AVAILABLE TO STUDENTS**

### **Counseling**

1. Each student is assigned to a specific counselor. Students are asked to see their own assigned counselor for all questions concerning academic records, class scheduling, report cards, progress reports, etc.
2. Appointments should be prearranged with the counseling secretary except in case of emergency.
3. Counseling services include:
  - a. Academic planning
  - b. Graduation requirements
  - c. Career information
  - d. Test interpretation
  - e. Personal counseling
  - f. Parent conferences
  - g. Student support groups

- h. Health counseling
- i. College applications
- j. Financial Aid

### Required Testing

These tests are required of all Brighton High School students as follows:

1. The 9th grade Social Studies MEAP and Explore and 10<sup>th</sup> grade PLAN test are mandatory for all students.
2. The State of Michigan requires all students in the 11th grade to take the three day MME/ACT, which includes reading, writing, math, science and social studies tests. Students who score at required levels on all of the tests may be eligible for scholarships to further their educations at Michigan colleges/universities.

### Optional Testing

1. Preliminary Scholastic Aptitude Test (PSAT). This test is available to all 11th grade students. Students pay a fee to the testing company through the high school office. This test is a prerequisite for the National Merit Scholarship Competition.
2. Scholastic Aptitude Test (SAT)  
This test is given on Saturday mornings throughout the school year at various test sites in the Brighton area. Although most Michigan colleges and universities do not require it, it is requested by many out-of-state institutions. Students should check with their guidance counselor for recommendation.

### College Information

1. Procedure for applying to college:
  - a. Applications are available on-line for in-state and out-of-state colleges.
  - b. For applications requiring counselor recommendations, students should allow two weeks for process.
  - c. Students should request transcripts through on-line service. See counselor for more details.
2. Applying for financial aid
  - a. The ACT is taken in March of the junior year.
  - b. The FAFSA (Free Application for Federal Student Aid) should be filed by January of the senior year. All college-bound students should file one of these forms. This is done on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - c. Complete any financial application as required by the school the student is planning to attend.

## Media Center

Services of the Media Center are available to classes and individual students during the hours posted annually.

### **1. Student I.D. Cards**

a. Each year students will receive a student I.D. card at the beginning of the school year.

b. No materials may be checked out by a student without his/her student I.D. card.

### **2. Lost/Unreturned Materials**

a. Through the year students will be charged for materials they have borrowed and lost or fail to return.

\$25.00 Hardcover books

\$10.00 Paperback books

b. For materials outstanding at the end of school year:

1. Seniors will not receive their caps and gowns until they settled any debts to the Media Center.

2. Underclassmen will not be issued textbooks the following school year, until they have settled debts to the Media Center.

### **3. Security System Alarms**

~~— a. Individuals in the Media Center who set off the security system alarm will be handled in the following manner:~~

~~———— 1st Offense ...Student will receive a warning and have name and specific incident recorded.~~

~~———— 2nd Offense ...Same as above plus an administrator will be informed of the incident and will visit the class before the class returns to the Media Center.~~

~~———— 3rd Offense ...Class will be denied use of Media Center for the duration of the Media Center assignment with materials available in classroom only.~~

~~———— \* Teacher will receive a copy of the above policy before classroom visits begin.~~

## Telephones

~~The school office telephones are business phones and are to be used by students only in an emergency, and with staff permission.~~

## Lost and Found

This department is housed in the school office. All items will be kept for one month at which time unclaimed items will be donated to charitable organizations.

## Work Permits

The high school office secretaries issue working permits to students with proper credentials. Applications for working permits may be given without identification, but in order to receive the final CA-7 form, presentation of a driver's license or birth certificate is necessary.

## **Student Network and Internet - Acceptable Use and Safety Policy**

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.

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.

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") cyber bullying 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 cyber bullying 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.

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.

### **Student Network and Internet - Acceptable Use and Safety Agreement**

To access e-mail and/or the 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, that 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 any 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 services such as Facebook, YouTube, or Flickr. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. 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:**

\_\_\_\_\_

## Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

For my child to use District technology systems:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

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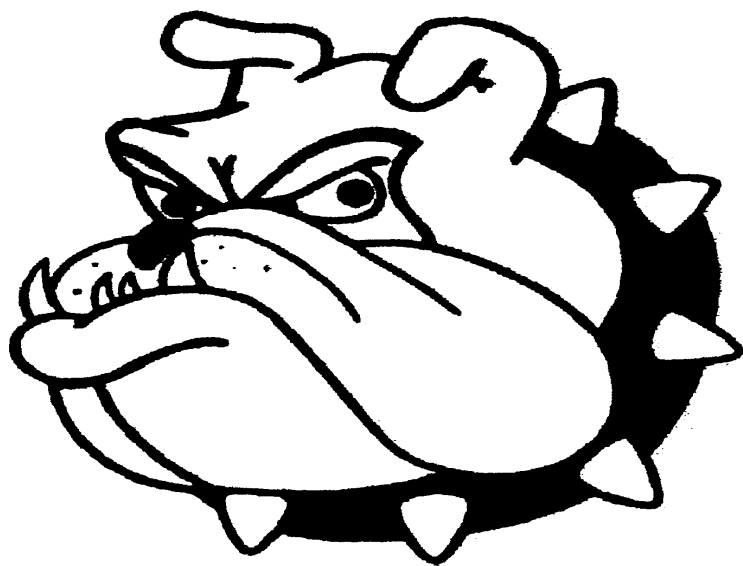
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**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-82**

**For Action**

Subject:

Middle School Handbook Revisions.

Recommendation:

To adopt the revisions as presented.

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To adopt the 2015/16 Scranton Middle School handbook as presented.

Voice Vote:

- Ayes
- Nays

**Scranton Middle School**  
**Student/ Parent Handbook**  
~~**2013-2014 Year**~~  
**2015-2016**

**8415 Maltby Road  
Brighton, MI 48116**

**Telephone: 810-299-3700  
Attendance Line: 810-299-3706  
Fax Line: 810-299-3710**

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## Welcome

We welcome you as a member of our school. Be proud of our school! Take good care of it and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a student and conduct yourself properly.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while being a student at our school.

## Communications

Each year teachers are available for brief parent conferences. Specifics on these conference days will be provided by the school. In addition to parent conferences, teachers encourage communication by email, telephone or by setting up a meeting time. Teacher contact information may be found online, in your child's syllabus, or by contacting the middle school office. Any student, parent or teacher may initiate a conference when a need arises. Each week a school newsletter will appear on-line. The *Scranton Scoop* Newsletter is published bi-weekly online. It will inform you and your parents about activities at our school.

## Internet Access and Guidelines

In order for a student to have access to the Internet the parent must sign a consent form. If a student violates the rules of the Internet guidelines, privileges would be removed and consequences could occur accordingly.

## Homework Requests

When you are out of school, on an excused absence, you may request make-up work. If the absence is for less than three days, please see your teacher upon your return to school. You may also contact a fellow classmate to see what you have missed. If you are absent for three or more days, please email your teacher to request your assignments. Also, Parent Connect and/or Student Connect are great resources to find assignments you may have missed. If you do not have access to email, please have a parent contact the main office at 810-299-3700 to place a homework request. Please allow 24 hours for homework requests to be completed.

## Report Cards & Interim Progress Reports

Progress reports and Report cards are available to parents on-line via the Parent Connect system. A mass email will be sent to parents when progress reports and report cards are available for viewing. Parents wishing to receive a paper copy, to be sent home, can request this. Parents can request that a paper copy be sent home with their child by following the link on our school webpage.

## Cell Phones

In keeping with the authority vested in the Board of Education by Public Act 132, the Board will permit students to carry cell phones and other personal communication devices subject to the following considerations and restrictions:

- A. The option of bringing cell phones or other personal communication devices to school is considered a privilege, and as such, any violation of the rules, expectations or considerations set by the building administrations could result in its revocation for the balance of the school year.
- B. All cell phones and other personal communication devices must be turned off during regular school hours unless the student is given authorization by an administrator or teacher.
- C. Consequences may apply depending on if the phone is turned on and how it is being used.
- D. Students who elect to bring cell phones or other personal communication devices to school recognize that they incur a risk that such equipment may be lost or stolen.

## Arrival at School

Students may arrive at school any time after 7:00 am. They are to wait in the front courtyard area until the building opens at 7:40 am. Students wishing to participate in the Breakfast program may enter the cafeteria from the courtyard beginning at 7:15 am. Should the following conditions be present, students will be moved into the cafeteria until the building opens at 7:40 am:

- Ambient air temperature or wind chill values of 0 degrees Fahrenheit or below
- A severe weather warning in effect
- Lightening is observed

## Cancellation of School

Information on school closings may be found through the following sources:

WHMI Radio	93.5 FM
WJR Radio	760 AM
WDIV TV	Channel 4
WXYZ TV	Channel 7
FOX TV	Channel 2

[www.Cancellations.com](http://www.Cancellations.com)

Brighton Area Schools – 810-299-4000, Option 2.

School cancellation information is also posted on the Brighton Area Schools website. Please remember to discuss with your child the procedures they should follow should school be dismissed early.

## Emergency Cards

You are required to have on file an emergency card signed by your parent or guardian for illness and emergency situations. In emergency situations, the school will attempt to contact the parent/guardian. Emergency cards are updated every year.

## Textbook Replacement and Fines

Students are responsible for returning all textbooks assigned to them throughout the year. Accidental damage and loss are no exception. Due to the high replacement costs, it is recommended that students cover their textbooks and write their name (in ink) in the designated area at the front of the book. Any fines incurred are required to be paid in full at Registration.

## Visitors

**All visitors must report to the office to obtain a visitor pass.** Student visitors are permitted only with special permission from the office. Parent visitors must check in with the office and have made previous arrangements with the teacher to visit the classroom. Parents are particularly welcome to visit on days when their child is involved in a special activity. Special activities include such things as plays, report presentations, music performances, panel discussions, open house, etc.

## 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, random reference checks of our volunteers with the legal system may occur. In the event an individual is selected for this check, or it becomes necessary to initiate such action, authorization will be obtained. 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.

## Money, Valuables and Band Instruments

It is advised that students do not carry more money to school than necessary. Items such as rings and watches should be carefully guarded when worn. It is advised that valuable rings and watches not be worn to school, especially when classes (physical education, etc.) necessitate leaving them behind. Storage for musical instruments is provided as a convenience for students. The security of instruments cannot be guaranteed. For items brought in by parents

including items too large to carry on the bus or forgotten items such as lunch, band instruments, etc., students should check in the office. Classrooms will not be interrupted when parents are dropping off forgotten items.

## Insurance

It is the practice of Brighton Area Schools to offer for student/parent purchase Student Accident Insurance to students of the school district at group rates from a reliable insurer. We recommend this coverage for any student whose family does not have health and accident insurance or has limited coverage. Generally, the district assumes no responsibility for coverage of student accident or injury.

Student's personal property is not covered by school insurance. This would include radios, musical instruments, or display items. Personal items are typically covered under homeowner's policies. Parents are advised to check their policies, to be aware of their deductible and/or special endorsements, if any, for property that may be brought to school.

## Fire, Tornado and Lockdown Drills

Drills are held regularly to develop safety practices that will help you to move quickly and in an orderly manner to assigned safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend on the way in which you carry out instructions.

## Lockers

Each student will receive the use of a locker and combination. This locker is for the storage of the student's property and school material. Under no circumstances should a student give his/her locker combination to another student.

Lockers are subject to inspection when deemed necessary.

Inappropriate use of a locker may result in the loss of locker privileges. Only small band instruments can be stored in lockers. Large instruments must be kept in the band room to avoid breaking or damaging the locker doors. No oversized book bags or bags with wheels will fit in the lockers without damage.

If a locker needs to be repaired, or if it cannot be opened, the office or custodian should be informed. **Students are expected to lock their locker at all times to prevent vandalism or theft.**

**Eating or drinking out of lockers is prohibited.**

## Search and Seizure

The following rules shall apply to the search of school property and the confiscation of items.

1. Lockers, desks and other such property that are owned by the school. The school

exercises exclusive control over the school property and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in the desk and lockers issued to them.

2. Students are expected to assume full responsibility for the security of their lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without search warrant.
3. If a search yields illegal or contraband materials or items that are used to disrupt or interfere with the educational process, such findings shall be removed and turned over to proper legal authorities for ultimate disposition.
4. Illegal items (firearms, weapons or other possessions reasonably determined to be a threat to the safety or security of others) may be seized by school authorities.
5. Items that are used to disrupt or interfere with the educational process will be removed from the student's possession.

### Curriculum Requirements

Each student must complete ~~seven (7)~~ six (6) classes within the following guidelines.

1. Four (4) full-year academic classes—language arts, math, science, social studies ~~and Project Based Learning.~~
2. Two periods of exploratory ~~or elective~~ classes that may vary in length from nine weeks to a full year each.
3. A nine-week health education class that is required for all seventh graders.
- ~~4. A nine-week language arts enhancement class is required for all seventh and eighth graders. Please refer to the specific grade level curriculum guide for more information.~~
4. A nine-week Physical Education class is required in both 7<sup>th</sup> and 8<sup>th</sup> grades.

### Testing Program

~~The required Michigan Education Assessment Program is used throughout the state to measure individual student achievement of state-determined learning objectives in the various content areas. Parents may review test information for their child upon request.~~

~~Students in grade 7 and 8 take the MEAP test in ELA (reading and writing) and math. Students in grade 8 will also take the MEAP science test. The MEAP tests are administered for all grades in the fall.~~

~~The required Michigan Education Assessment~~

~~Program is used throughout the state to measure individual student achievement of state-determined learning objectives in the various content areas. Parents may review test information for their child upon request. The Michigan Student Test of Educational Progress (M-Step) is administered to both seventh and eighth grade students each spring. This required test is administered to all public middle school students in the state. Seventh grade students are tested in English Language Arts, Mathematics and Science; Eighth grade students are tested in English Language Arts, Mathematics and Social Studies. Parents may review test information for their child upon request.~~

### Activity Nights

~~Several times throughout the school year different groups will sponsor activity nights. These events are chaperoned by parent volunteers and school personnel.~~

### After School Activities/ Athletics

Students are welcome to attend after school athletic events and other sponsored activities. They are to report to the lobby at the end of the school day, and enter the gymnasium, cafeteria, or other event location by 3:00. Students are to remain in the gymnasium, cafeteria, or event location for the duration of the event, other than for restroom use or concession visits. Students are to follow the instruction of Event Supervisors; all Student Behavior/ Code of Conduct expectations apply. Students who exhibit unacceptable behaviors will be removed from the event and parents will be contacted to pick up the student(s). Further, student(s) may lose the privilege of attending after school events in the future. All students must be picked up within 10 minutes of the end of an event. Students who are not picked up within this time frame will be restricted from attending all future events.

### Rules and Regulations for Activity Nights Rules for After School Activities/ Athletics

1. Students who have been suspended from school ~~or have been assigned a Saturday school prior to the activity night~~ will be excluded from the next scheduled activity ~~or athletic event. night~~. They will be notified by the office of their exclusion.
2. Students may not leave until the activity ~~or athletic event~~ is over, unless a parent or guardian personally picks them up or they have a note from the parent.
3. Students may not go outside of the building during the activity ~~or athletic event night~~ unless accompanied by a staff member or chaperone. If a student

leaves without permission, they will not be able to attend next activity or athletic event. night.

4. Students may only be in designated areas.
5. The Student Code of Conduct, as stated in the Middle School Parent and Student Handbook, is in effect at all activity nights.
6. Parents are to pick up their children at the time the activity night is scheduled to be over. Parents are to pick up their child within 10 minutes of the end of the activity or athletic event.
7. Parents arriving to pick up their children must remain in the lobby.
8. In order to attend an activity or athletic event, students must be in school the day of the activity or athletic event night unless previously excused by the principal.

### Field Trips

A number of field trips are scheduled, throughout the year, for our students. These include such educational opportunities as the 8<sup>th</sup> grade canoe trip, Greenfield Village trip, Washington DC trip and Cedar Point trip to name a few. A student may be excluded from a field trip if he/she has had a partial day or full day in or out-of school suspension. In addition, any student receiving more than one one or more days of suspension during a single school year, or a student who has violated school policy with regard to drugs or alcohol will be automatically excluded from field trips.

### Student Pictures

Families may purchase student pictures each year. Students will have their individual pictures taken at Registration.

### Yearbook

The yearbook is for sale to any member of our school community wishing to purchase a copy. Yearbooks can be purchased on-line at the Scranton webpage. Parents or students can also purchase a yearbook by visiting the main office on the evening of Curriculum Night or Parent/Teacher Conferences. Other than these two evenings, only on-line orders will be accepted. Payment is due in full at the time the order is placed.

### Animals in Classrooms

Students and staff wishing to bring an animal into the classroom for any reason must receive permission from the building administrator.

### Posters and Publicity

Posters must be approved by the sponsor and administrator before posting. School personnel will post in an appropriate area. As soon as the event advertised is completed, they will be removed.

### Cafeteria

Students will have a lunch period each full school day. A free or reduced cost government lunch program is available to families who meet certain requirements. For information regarding the free or reduced cost lunch program, please call the school office.

1. Eating shall be permitted only in the cafeteria and in areas prescribed by the adult in charge.
2. Unacceptable table manners behavior (throwing food, shoving and pushing, etc.) will result in disciplinary action.
3. Students may go outside every day, weather permitting. Unless the temperature is 0 degrees or below, or raining.
4. Once a student has left the cafeteria for the recreation area, he/she may not reenter the cafeteria without permission. Students must have a pass to leave the cafeteria during lunchtime. Students may not leave the cafeteria without permission from a Lunchroom Supervisor.

Violations of these rules will result in appropriate administrative action, including the cleaning of the facility and the loss of further cafeteria privileges.

### Guidance and Counseling Services

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

### Parent Teacher Organization (PTO)

The purpose of the parent group is to enhance the student's education by providing

support in the form of special activities, programs, volunteer help and financial aid to the school. The core group of parents meets once a month with the school principal and a teacher representative. All parents are welcome to join the group.

### Honor Roll Requirements

To be on the Honor Roll, students must have a nine-week grade point average of 8.0 or above and no 4's or 5's in citizenship on their report cards. No grade lower than a C- is allowed for honor roll placement. The following values have been assigned to each letter grade.

A = 10	B = 8	C = 5	D = 2
A- = 10	B- = 7	C- = 4	D- = 1
B+ = 9	C+ = 6	D+ = 3	E = 0

### Citizenship Code

1. Demonstrates outstanding classroom behavior. Students who receive a 1 in citizenship always exhibit several of the following behaviors.
  - A. Participates in class.
  - B. Demonstrates leadership abilities
  - C. Cooperative, courteous, and respectful
  - D. Punctual
  - E. Has a positive attitude
  - F. Self-disciplined
  - G. Brings appropriate materials to class
  - H. Self-motivated
2. Exceeds standards of acceptable classroom behavior. Students who receive a 2 in citizenship almost always exhibit the following behaviors.
  - A. Participates in class.
  - B. Demonstrates leadership abilities
  - C. Cooperative, courteous, and respectful
  - D. Punctual
  - E. Has a positive attitude
  - F. Self-disciplined
  - G. Brings appropriate materials to class
  - H. Self-motivated
3. Meets standards of acceptable classroom behavior. Students who receive a 3 in citizenship frequently exhibit the following behaviors:
  - A. Participates in class.
  - B. Demonstrates leadership abilities
  - C. Cooperative, courteous, and respectful
  - D. Punctual
  - E. Has a positive attitude
  - F. Self-disciplined
  - G. Brings appropriate materials to class
  - H. Self-motivated
4. Fails to meet minimal standards of classroom behavior. Students who receive a 4 in citizenship occasionally exhibit several of the following behaviors:
  - A. Fails to follow directions.
  - B. Distracts others or disrupts class
  - C. Distracted by others.

- D. Lacks initiative to begin working
  - E. Is out of his/her seat without permission
  - F. Is disrespectful
  - G. Uses inappropriate materials in class
  - H. Requires formal disciplinary referrals.
5. Exhibits unacceptable classroom behavior. Students who receive a 5 in citizenship frequently exhibit some of the following behaviors:
    - A. Fails to follow directions.
    - B. Distracts others or disrupts class
    - C. Is distracted by others.
    - D. Lacks initiative to begin working
    - E. Is out of his/her seat without permission
    - F. Is disrespectful
    - G. Uses inappropriate materials in class
    - H. Requires formal disciplinary referrals.

### Health

#### Responsibility of the Student

1. Personal Illness or Injury
  - A. If you are sick or need first aid, tell the teacher in charge.
  - B. If there are no teachers around, go to the school office.
  - C. If you are seriously injured, remain still. Do not attempt to move. Tell anyone you see to get an adult for help. Do not ask or permit any student to move you until an adult gives permission for you to be moved.
  - D. If you know of a student who has been hurt or is ill, and that student has not told an adult, an adult should be informed immediately.
2. Injury and Illness
  - A. Any case requiring first-aid for injuries sustained at school will be done with caution in order to prevent further injury or delay in the effectiveness of good medical follow up when necessary. An injury report may be filled out describing the nature of the accident and sent home with the student.
  - B. Illness—No care beyond first-aid will be administered to a student. An illness report will be completed describing the nature of the illness and set home with the student when the nature of the illness requires more explaining than can be done by a telephone call. Professional aid will be sought for serious cases of accident and illness.
  - C. Communicable Disease —the school can evaluate and recommend to the Superintendent or his designee whether or not a student should be excluded from school. It is the school staff's responsibility to report this to the administrator.
  - D. Medications —any medications to be

kept at the school for emergency or daily dispensing must be done each year through the office. Medications are dispensed in school only under the direction of a physician.

### **Medication**

It is the policy of Brighton Area School to require authorization and instruction provided by the physician and parent or legal guardian whenever a student needs to have a prescription or an over-the-counter medication administered during school hours. It is against school policy to allow students to possess any type of medication at school. Only medication prescribed by a physician will be administered.

Students needing to take medication during school hours are to have a signed parent/guardian medication contract and a doctor's authorization on file with the school. Medication is kept in the clinic for daily or occasional use.

As required by Michigan law, members of our staff are trained in the administration of epinephrine (EpiPen). Two EpiPen devices are maintained in the clinic.

### **Summary**

School personnel cannot assume responsibility for accidents that occur at home or in the community outside of the school bounds. In any case, responsibility for decisions relative to medical treatment belong to the parents. Dressings done by physicians or family should not be disturbed by school or other personnel without proper requests to do so by a physician or parent.

Transportation, after first-aid has been given to the student, is a parental responsibility. If ambulance service seems necessary, this is reported to the administrator.

### **Responsibility of the Administrator**

1. The administrator is to approve the best time for all health services to be carried out to best meet the needs and not conflict with the educational program of the students.
2. The administrator is to sign all exclusion slips due to a suspected communicable disease.
3. The administrator will make the final decision when an ambulance needs to be called. All attempts will be made to reach the parent/guardian before or when this decision is reached.

### **Attendance and Truancy**

In accordance with the Compulsory School Attendance Law (MCL 380.1561), "every parent, guardian or other person in this state having control and charge of a child from the age of six

to the child's sixteenth birthday, shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

When a student is absent, the school requires a satisfactory explanation from the parent or guardian for each absence. The school may require a physician's verification of illness when it is deemed necessary to confirm a student's absence.

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

1. Not properly enrolled in school;
2. Absent ten (10) consecutive days without notification;
3. Habitually truant from school;
4. Five (5) unexcused absences in one semester;
5. Educational neglect—failure of the parent(s) to send the child to school.
6. Numerous excused absences where there is reasonable doubt of the truthfulness of the excuses.

Continual violations could subject the parent(s)/student(s) to court action and penalties (Juvenile Court).

### **Absence**

School attendance is the responsibility of the student and his/her parents. Punctual and regular attendance is very important. If an absence is necessary for any reason, please have your parent/guardian call the school attendance line (810-299-3706) during the morning of your absence, preferably before 9:00 a.m. If there has been no contact, an attempt may be made to call your parents.

To be considered for an excused absence, the parent/guardian must call the school the first day of the absence, preferably before 9:00 a.m.; however, calls will be taken from 7:30 a.m. until the end of the day 3:30 p.m. If the parent/guardian fails to contact the school, we will make every effort to contact them.

When a parent has not been contacted by phone, the student, upon return to school from an absence, must bring a note from home signed by a parent/guardian indicating the reason for the absence. If a note is not received the next day, the absence is recorded as unexcused until a note is received.

Absences from school for purposes of family vacations are discouraged. The student will accept responsibility for work missed during the vacation. Assignments will be provided upon a student's return to school and such work must be completed within the number of school days absent.

Absences will be excused for the following

reasons:

1. Illness
2. Serious illness or death in the immediate family
3. Medical or dental treatment, with a Doctor's note
4. Religious holidays (a note from your Clergyman may be requested.)

Absences will not be excused for the following reasons:

1. Truancy
2. Missing the school bus, if applicable
3. No written or verbal contact from parent/guardian to explain your absence.
4. Other reasons not specifically set forth above as excused.

### Attendance Procedure

In order to encourage the development of good attendance habits and improve communication between home and school relating to attendance, the following procedures will be followed:

- Five (5) unexcused absences or twelve (12) full day excused absences in a semester may result in written notification of absences mailed home, phone contact by the school administrator, parent conference or referral to the Livingston County Attendance Officer.

Absences that are excused by a verifiable medical statement and absences resulting from suspension will not be counted in the process described above. Please feel free to call an **assistant principal** administrator **at your building** if you have any questions.

### Make-up Work

1. Excused Absences—Students completing work missed during an excused absence may receive credit. To get credit, you will be given the number of school days absent, plus one, to finish work. Make-up work must be within the time limits.
2. Out-of-School Suspension— Students should do all assignments missed while suspended. Homework should be completed during the suspension, and students will receive "full" credit for all work completed and handed in upon "the day of" return to school.
3. Vacation—Assignments will be provided upon a student's return to school and such work must be completed within the number of school days absent.

### Leaving Early

If you need to leave school during regular school hours, you must bring a note to the office before school hours. You must also sign out in

the office before leaving. If you are ill, report to the office.

### Tardiness

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

Tardies will be excused for the following reasons:

1. Announced late school bus, if applicable
2. Medical/dental appointments
- ~~3. Illness~~
- ~~4. Family emergency~~
- 5. 3. Other situations excused by parent**

Classroom tardiness is recorded by quarters and will receive the following consequences:  
Second Tardy –Written warning  
Third Tardy & Fourth Tardy – ½ hour Detention  
Fifth Tardy– 1 hour Detention  
Sixth Tardy – 1 hour Detention and meeting with administrator where a plan will be developed.

### Rules and Discipline

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

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 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.
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 arms and head inside of the bus windows. Bus windows will be no lower than ½ 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 other 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. Examples are: 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 also 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 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 to 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 10:00 a.m. and 11:00 a.m. the decision of the Bus Safety Committee IS FINAL and may not be appealed to any other level.

### **Driving to School**

Middle school students who obtain a valid drivers license at the age of sixteen (16) may not drive on school property or while participating in any co-

curricular activity.

### **Co-Curricular Middle School Eligibility**

The middle school offers 7<sup>th</sup> and 8<sup>th</sup> grade basketball, track, volleyball, swim and dive, wrestling and cheerleading on an interscholastic basis. Interscholastic competition is governed by the Michigan High School Athletic Association. Athletes must comply with their requirements, as well as the following:

1. Academic
  - a. One "E" or two "D's" will cause the student to be placed on one-week probation to raise his/her marks. If improvement does not occur, the student will be suspended from participation\* in co-curricular activities (including weekend activities) until the marks are raised to the required standard.
  - b. Two "E's" will cause the student to be suspended from participation\* in co-curricular activities (including weekend activities) until the marks are raised to the required standard.

\*Note: All academic standards are based on a cumulative average in the nine-week marking period.

2. Suspendable Offenses  
Any student receiving a suspension will be ineligible to participate in co-curricular activities for the same number of school days as the suspension (i.e. a three-day suspension would warrant a three-day suspension from participation in co-curricular activities). When the suspension spans a weekend, the student may not participate in weekend activities. Participation is defined as working with other students as a representative of Brighton Area Schools by participating in a co-curricular activity sponsored by the school, including athletic events.

\* Participation is defined as working with other students as a representative of the Brighton Area Schools by participating in a co-curricular activity sponsored by the school, including athletic events. It also includes travel to and from such activities and events. When a student is on probation or becomes ineligible, he/she may be allowed to practice for the co-curricular activity or athletic event.

3. Attendance
  - a. The participant must be in school the **full** day of a game or school activity unless previously excused by the principal.
  - b. The athlete or student must not be habitually absent the day following a

game or activity.

4. No credit for an honor or an award can be earned during ineligibility.
5. The above standards are to be considered minimal and may be raised to a higher level if the activity head gets approval from the Athletic Director and the Principal.
6. The mentioned rules apply to co-curricular activities (i.e. clubs, sports, band, choir) All students will be informed of the policies contained in the Brighton Area Schools' Parent and Student Handbook by their coaches and sponsors. Probationary periods and suspensions are the responsibility of the Principal and Athletic Director.

### Promotion and Retention of Students

Consideration of all aspects of the child will occur as grade placements are made.

**Promotion:** Occurs when a student is doing the caliber of work (grade level) that indicates the student should be promoted based on teacher recommendation with concurrence of the building **principal administrator**.

**Retention:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Placement Team with the concurrence of the building administrator. In general, if retention is necessary, it is most beneficial if it occurs early in a child's school career.

#### Criteria for Consideration

When the Student Placement Team is convened, the following criteria shall be considered:

- Academic potential
- Objective evaluation scale results (Lights Retention Scale, etc.)
- Current level of achievement
- Immediate and long-range effects on the child
- Emotional maturity
- Parent support
- Physical maturity
- Academic test results
- Other pertinent information

Student Placement Team may include: classroom teacher(s), support personnel, building **principal administrator** and parent(s). Decisions on each child's grade placement are the responsibility of the building **principal administrator**. It is the **principal's administrator's** responsibility to inform

parents of their rights.

### Utilization of Procedures

Time Line for Middle School Grade Placement:

- Before Parent/Teacher Conference, **principal administrator** will review grade placement procedures with teachers.
- November-December, teacher should indicate concern to parents and should initiate documentation. Any concerns should be reflected on the report card.
- Early March, teacher will notify **principal administrator** of grade placement. If an alternative grade placement is being considered and parent commitment to the decision has been secured, Form B will be signed. If parent commitment is not secured, the Student Placement Team will be convened by the **principal administrator**.
- Early April, if an alternative grade placement is being considered, parents should have been notified by this time.
- May-June, decision on placement is made. Student grade placement recommendation is completed.

### Homework

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

#### 1. 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 students the opportunity to develop skills of self-discipline and time management. We believe the homework policy outlined below succeeds in maintaining and a cooperative relationship between school and home. Because it does so, the policy is flexible and does not place excessive constraints on either teachers, students or parents/

#### Definitions

**Homework**—For the purpose of this policy statement, homework consists of meaningful assignments to be prepared outside of the classroom to further develop those concepts and skills that are learned in the classroom under the direction of the teacher.

**Make-up Work**—For the purpose of this policy statement, make-up work consists of assignments that a student misses because of absence from school.

#### 3. Middle School (Grades 7-8)

Homework will focus on the further development of skill strengthening and self-discipline.

4. **Make-Up Work**  
If an absence is anticipated or incurred, the teacher should be notified so that necessary make-up work can be provided.
5. **Suggested Guidelines**  
Students in grades 6 through 8—five (5) to six (6) hours per week.

## **Student Code of Conduct - Introduction**

It is recognized that the vast majority of Brighton students conduct themselves in a manner that exemplifies the best hopes of the community. There are certain standards of behavior that the school must require to maintain the school's legal responsibility to its constituents. It is understood that any staff member in the building has the authority to correct misconduct. The Student Code of Conduct is not an attempt to state a rule for every situation. The school functions on the belief that students of this age have developed a sense of self-respect and dignity suitable to conduct oneself in most situations.

**Principals may exercise all powers necessary to enable them to perform the function of their office. Many of their responsibilities are specifically delegated by the local Board of Education, but the principal is not limited to those powers specifically delegated. He/she may implement reasonable rules as needed to accomplish the functions of education without specific delegation by the Board.**

### **Disciplinary Actions - Terms Verbal Reprimand/Warning**

**Detentions**—Detentions are after school, up to one hour in a detention room under the supervision of school personnel. Parent notification and signature or phone call prior to detention is required.

Failure to serve an assigned detention will result in the detention time being doubled. If not resolved at this point, a suspension will be implemented. Failure to comply with the rules of the detention room will result in the detention time being repeated.

**Short-Term & Long-Term Suspensions**—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) school days, but not to exceed 180 school days; Removal from co-

curricular activities (i.e. sports, clubs, intramurals, attendance to dances, athletic contests, etc.). 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 which the child must satisfy and the date reinstatement would be considered. "Suspension days" are days school is in session and are counted as district attendance days. Long-term suspensions may be appealed to the **the building principal or Assistant Superintendent for Human Resources, Superintendent or designee.**

**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

**Expulsion**—Recommendation to the Board appointed Expulsion Committee that consists of one Board member and four school officials to exclude a student from school for a period longer than ten school days, and up to permanent removal from Brighton Area Schools.

### **Points of Clarification**

1. Upon suspension from school, a student may be removed from class immediately.
2. The rules and regulations described in the Student Code of Conduct apply to any supervised school function on or off school grounds.
3. The administration has the right to discipline according to the student's disciplinary history. Disciplinary steps may be waived, if warranted by the seriousness of the offense. Other conduct, which is not specifically enumerated in this Code of Conduct and which, in the judgment of the Board of Education, constitutes gross misdemeanor or persistent disobedience, shall be subject to disciplinary action such as the Board of Education or its administrators deem appropriate.

### **Suspension Procedures**

The following procedures will be followed, if suspension or expulsion 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, he/she will notify the parents as soon as possible of the suspension, the reason for it and the steps necessary to effectuate the student's return.
4. If the parent(s) or guardian(s) are dissatisfied with the action, they may follow the disciplinary appeal process outlined under "Disciplinary Appeal Process."
5. On any appeal or in any short-term/long-term suspension hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed.

### **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 or guardian and included with this notice shall be statement of the time and place for the hearing. The time and place shall be reasonable for all parties involved.
2. A 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. He/she will be allowed to testify and will be allowed to present the testimony of other witnesses and to offer additional evidence.
5. On any appeal or in any expulsion hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed.
6. 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.
7. This hearing shall be conducted by the Board appointed Expulsion Committee, who shall make its determination solely upon the evidence presented at the hearing.

8. In accordance with the laws of the State of Michigan, such a hearing may be public or private, in accordance with the desires of the student.
9. 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 a verbatim record of the hearing.
10. The Board appointed Expulsion Committee shall, no later than ten (10) school days following the hearing, announce its decision as to whether or not the student has violated the rules of the school district and its decision as to expulsion.
11. The decision of the Expulsion Committee shall be by a majority vote of the members appointed to the committee.
12. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.

### **Disciplinary Appeal Process**

Parents have the right to appeal teacher and administrative decisions and disciplinary actions. Disciplinary appeals must be made by the end of the following school day. The proper sequence to be followed in appealing a decision within the school system is:

1. Teacher or counselor
2. ~~Assistant Principal~~
2. Appropriate Principal
3. Appropriate Assistant Superintendent
4. Superintendent

Every effort will be made to ensure that students and parents are guaranteed rights of "due process" whenever decisions affecting their education are made. Detentions may not be appealed beyond the building level.

Note: Any imposed discipline may be held in abeyance during the appeal process. If the disciplinary appeal is denied at the last stage of appeal, the imposed discipline is to commence immediately upon completion of the last stage of the appeal process.

## Middle School Anti-Bullying/Violence Prevention Disciplinary Action

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

Category 1	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Including but not limited to name calling, inappropriate language, insulting remarks, rude gestures, spreading rumors, poking, mean notes, playing mean tricks, or pranks, or behavior that would hurt other’s feelings or make them feel bad about themselves	Documented Warning	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Time to think form with parent signature</li> </ul>	<ul style="list-style-type: none"> <li>• Two detentions</li> <li>• Parent phone call</li> <li>• Improvement plan</li> </ul>
Category 2	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Including but not limited to shoving grabbing, slapping, pinching, kicking, spitting, hitting, and “goofing/messing” around (general horseplay), disrespect of other’s property, or other behavior that causes bodily harm.	Documented warning or detention with Time to Think Form	<ul style="list-style-type: none"> <li>• 1 to 2 detentions</li> <li>• Parent phone call</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day OSS (out of school suspension)</li> <li>• Improvement Plan</li> </ul>
Category 3	1 <sup>st</sup> Offense	• 2 <sup>nd</sup> Offense	• 3 <sup>rd</sup> Offense
Including but not limited to threats of emotional or physical violence, planned exclusion, shunning or social	Documented warning or detention with Time to Think Form	<ul style="list-style-type: none"> <li>• Detention/1 day OSS (out of school suspension)</li> <li>• Parent Phone Call</li> </ul>	<ul style="list-style-type: none"> <li>• 1 to 5 day OSS (out of school suspension)</li> <li>• Improvement Plan</li> </ul>
Including but not limited to intimidation or harassment based on race, ethnicity, religion, gender (sexual), handicap or other form of prejudice.	Refer to Student Handbook		
Including but not limited to more aggressive behaviors related to punching, kicking, spitting, slapping, fighting, or other behaviors that cause bodily harm	Refer to Student Handbook		

**Scranton Middle School holds students responsible for any behavior that is disrespectful, dangerous or defiant (3 D’s).**

## Student Code of Conduct

Type of Conduct	Disciplinary Action
<b>Matters Pertaining to Citizenship</b>	
<p><b>1. Sexual Harassment</b>—Sexual harassment of students or other persons is prohibited. Any person engaging in sexual harassment will be subject to disciplinary measures. 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 the 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.</p>	<p><b>Any Offense</b>—Warning/Detention/Suspension; 1-10 day suspension, parent conference, file complaint with policy when necessary; possible recommendation for expulsion or long-term suspension.</p>
<p><b>2. Disrespect to school personnel</b></p> <p>A. Verbal disrespect (short of profanity) or dishonesty, lie/lying.</p> <p>B. Verbal assault/bullying (threats-no bodily contact)**</p> <p>C. Battery (pushing, punching)</p> <p>D. Insubordination (refusal to follow reasonable instructions)</p> <p>E. Failure to follow reasonable directions.</p>	<p><b>1<sup>st</sup> Offense</b>—Warning/detention  <b>2<sup>nd</sup> Offense</b>—1 day suspension  <b>Subsequent Offense</b>—3 day suspension</p> <p><b>Any Offense</b>—Suspension (1-10 days); possible recommendation for expulsion or long-term suspension.</p> <p><b>1<sup>st</sup> Offense</b>—10 day suspension with possible recommendation for expulsion or long-term suspension.  <b>Subsequent Offense</b>—Long-term suspension or recommendation for expulsion.</p> <p><b>1<sup>st</sup> Offense</b>—1 day suspension  <b>2<sup>nd</sup> Offense</b>—2 day suspension  <b>Subsequent Offense</b>—5 day suspension</p> <p><b>1<sup>st</sup> Offense</b>—Warning/Detention  <b>Subsequent Offense</b>—Detention to short-term suspension (1-5 days)</p>
<p><b>3. Profanity, obscenity or vulgarity (written or expressed)</b></p> <p>A. Incidental</p> <p>B. Loud and/or deliberate</p> <p>C. Directed at staff members</p>	<p><b>1<sup>st</sup> Offense</b>—Warning/Detention  <b>Subsequent Offense</b>—1 day suspension</p> <p><b>1<sup>st</sup> Offense</b>—1 day suspension  <b>Subsequent Offense</b>—3 day suspension</p> <p><b>1<sup>st</sup> Offense</b>—1-5 day suspension  <b>Subsequent Offense</b>—10 day suspension</p>
<b>Matters Pertaining to Property</b>	
<p><b>4. Theft or possession of stolen property</b></p>	<p><b>1<sup>st</sup> Offense</b>—Up to 5 day suspension. Restitution and notification of police if appropriate.  <b>Subsequent Offense</b>—Up to 10 day suspension. Restitution and notification of police, if appropriate.</p>
<p><b>5. Defacing and/or littering property</b></p>	<p><b>1<sup>st</sup> Offense</b>—Verbal warning, detention/suspension</p>

Type of Conduct	Disciplinary Action
	up to 5 days. Restitution, notification of police and possible recommendation for expulsion or long-term suspension, if appropriate. <b>Subsequent Offense</b> —Suspension of up to 10 days. Restitution, notification of police and possible recommendation for expulsion or long term suspension, if appropriate.
6. Destruction of school property or property of others	<b>1<sup>st</sup> Offense</b> —Up to 5 day suspension. Restitution and notification of police, if appropriate. <b>Subsequent Offense</b> —Up to 10 day suspension. Restitution and notification of police, if appropriate.
7. Misuse of books, lost or stolen textbook school-owned musical instruments and other similar class-related materials become the responsibility of the student to whom they were 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.
8. <del>Cell Phones—Students must have cell phones or other communication devices turned off during school hours unless given express permission to use the device by a Scranton teacher or administrator.</del> <b>Personal Electronic Devices—Cell phones and other personal electronic devices cannot be used in a classroom without express permission of the teacher, and their use may not interfere with the educational process.</b>	<b>1<sup>st</sup> Offense – Warning.</b> <b>2<sup>nd</sup> Offense</b> —Confiscation. Student may pick up at end of school day, ½ hour detention <b>Subsequent Offense</b> —Confiscation. Parent must pick up phone, ½ 1 hour detention. <del><b>Subsequent Offense</b>—Confiscation. Parent must pick up phone. Student loses privilege of bringing phone to school, 1 hour detention.</del> <b>Additional consequences may apply depending on how phone the device is used.</b>
<b>Matters Pertaining to the Safety of Others</b>	
9. Violation of state laws and/or local ordinances, including but not limited to: A. Abuse of fire alarms, safety equipment B. Bomb Threats C. Lighting fires, burning, or attempting to burn, any building/property belonging to school employees or students attending the school	<b>1<sup>st</sup> Offense</b> —10 days suspension, parent conference, file complaint with police; seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion or long term suspension. <b>Subsequent Offense</b> —10 days suspension, recommendation for expulsion or option of long-term suspension, file complaint with police, seek recovery of damages through court of competent jurisdiction.
10. <b>Dangerous Weapons</b> —Possession, use or threatening to use dangerous weapons or look alike such as, but not limited to: firearms, dagger, dirk, stiletto, knife with blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles. <i>Note: The above offenses will be cumulative over the years during which the student is enrolled in Brighton Area Schools.</i>	<b>Any Offense</b> – Permanent expulsion or alternative actions prescribed by School Code Section 1311 (2) and Board Policy 5610.01.
11. <b>Verbal assault, intimidation or harassment based on race, ethnicity, religion, gender, handicap or other form of prejudice (threats—no bodily contact).</b>	<b>1<sup>st</sup> Offense</b> —Warning, detention, or up to 3 days suspension. <b>Subsequent Offense</b> —Up to 5 days suspension
12. <b>Verbal and/or written assault to staff (threats, no bodily contact)**</b>	<b>Any Offense</b> —Suspension (1-10 days); possible recommendation for expulsion or long-term suspension.
13. <b>Pushing, Wrestling, Tripping</b>	<b>1<sup>st</sup> Offense – Warning, Detention</b>

Type of Conduct	Disciplinary Action
<b>14. Hostile or aggressive physical contact</b>	<b>Subsequent Offense</b> – Up to 5 days suspension <b>1<sup>st</sup> Offense</b> —Suspension (1-10 days) and a possible recommendation for expulsion or long-term suspension. <b>2<sup>nd</sup> Offense</b> —Suspension (5-10 days) and a possible recommendation for expulsion or long-term suspension. <b>Subsequent Offense</b> —10 day suspension with a recommendation for expulsion or a long-term suspension.
<b>15. Assault against a student</b>	<b>Any Offense</b> —Expulsion up to 180 (Board of Education Policy 5610)
<b>16. Inciting others to fight</b>	<b>1<sup>st</sup> Offense</b> —Warning, detention, or up to 3 days suspension. <b>Subsequent Offense</b> —Up to 5 days suspension
<b>17. Assault against a staff member**</b>	<b>Any Offense</b> —Permanent expulsion (Board of Education Policy 5610)
<b>18. Extortion or coercion:</b> 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).	<b>1<sup>st</sup> Offense</b> —Warning, detention, or suspension up to 3 days <b>2<sup>nd</sup> Offense</b> —Up to 5 days suspension <b>Subsequent Offense</b> —10 day suspension with either a recommendation or expulsion or long-term suspension.
<b>19. Behavior dangerous to oneself or others</b>	<b>Any Offense</b> —Warning/detentions/suspension up to 10 days with either a possible recommendation for expulsion or long-term suspension.
<b>20. Spitting</b>  <b>21. Dangerous Objects</b> —Possession, use or threatening the use of any weapons or dangerous object(s) capable of inflicting bodily harm, and not included in the section on “Matters Pertaining to Citizenship”, including but not limited to: A. Chains B. Knives C. Toys resembling weapons or other dangerous objects. D. Fireworks, explosives, smoke bombs, toy weapons resembling any of the above. E. Stink bombs F. Lighters and matches G. Aerosols—other than those required for class projects.	<b>Any Offense</b> —Written warning, detention or suspension  <b>1<sup>st</sup> Offense</b> —Confiscation* and warning, detention or suspension up to five days with either possible recommendation for expulsion or a long-term suspension. <b>Subsequent Offense</b> —10 day suspension, with either recommendation for expulsion or long-term suspension.
<b>Matters Pertaining to Disruption of the Educational Process</b>	
<b>22. Cafeteria</b> —Students may only eat outside the cafeteria in a supervised location. Consuming food or drink at lockers or in the halls is prohibited. Students may not leave the Cafeteria or remove food from the Cafeteria without permission from a Lunchroom Supervisor.	<b>1<sup>st</sup> and Subsequent Offense</b> -- Detention
<b>23. Cheating/Plagiarism</b> —copying the work of	<b>1<sup>st</sup> Offense</b> —Warning/Detention; loss of assignment credit

Type of Conduct	Disciplinary Action
another's and representing it as one's work or knowingly providing work to another for presentation as their own.	<b>2<sup>nd</sup> Offense</b> —2 day suspension and loss of assignment credit.
<b>24. Closed Campus</b> —Leaving any designated area without authorization from the principal or his/her designee from the time a student arrives on school grounds until school is dismissed. Students should remain out of academic areas of the building before and after school unless a pass has been issued.	<b>1<sup>st</sup> Offense</b> —Warning/detention <b>2<sup>nd</sup> Offense</b> —1 day suspension <b>Subsequent Offense</b> —2 day suspension
<b>25. Failure to attend detention</b> —Failure to attend assigned disciplinary detention for violation of Student Code of Conduct	<b>1<sup>st</sup> Offense</b> —Double the detention time <b>2<sup>nd</sup> Offense</b> —1 day suspension
<b>26. False Identification</b> – A student will not refuse to identify him/herself, use another person's identification, or use/ provide false identification.	<b>1<sup>st</sup> Offense</b> – Warning/ Detention <b>2<sup>nd</sup> Offense</b> – 1 day suspension <b>Subsequent Offense</b> – 2 day suspension
<b>27. False Information</b> – A student will not intentionally misrepresent information or lie to any school representative.	<b>1<sup>st</sup> Offense</b> – Warning/ Detention <b>2<sup>nd</sup> Offense</b> – 1 day suspension <b>Subsequent Offense</b> – 2 day suspension
<b>28. Forgery</b> —Fraudulently writing the name of another person; falsifying time, dates, grades, addresses or other data on school forms.	<b>1<sup>st</sup> Offense</b> —1 day suspension <b>2<sup>nd</sup> Offense</b> —2 day suspension <b>Subsequent Offense</b> —3 day suspension
<b>29. Gambling</b>	<b>1<sup>st</sup> Offense</b> —1 day suspension <b>2<sup>nd</sup> Offense</b> —2 day suspension <b>Subsequent Offense</b> —5 day suspension
<b>30. Inappropriate display of affection</b>	<b>Warning/detentions/suspension up to 5 days</b>
<b>31. Disruptive conduct</b>	<b>Warning/detentions/suspension up to 5 days</b>
<b>32. Indecency</b> —Offending commonly recognized standards of health, safety, good taste in behavior and dress	<b>Warning to suspension</b> (up to 10 days) and either possible recommendation for expulsion or long-term suspension, at the discretion of the administrator, and depending on the severity of the offense.
<b>33. Instigation</b> – A student will not directly or indirectly incite, encourage, persuade, or otherwise aid and abet conduct which constitutes a violation of this Code of Conduct.	<b>Warning/ detention/ suspension (up to 10 days)</b> with possible recommendation for long-term suspension or expulsion at the discretion of the administrator, depending upon the severity of the offense.

Type of Conduct	Disciplinary Action
<p><b>34. Truancy</b>—the failure to attend a full class period or a scheduled class activity.</p>	<p><b>Truancy of up to and including one day</b>  <b>1<sup>st</sup> Offense</b>—1 day suspension  <b>2<sup>nd</sup> Offense</b>—2 day suspension  <b>Subsequent Offense</b>—5 day suspension with parent conference required  *Parents may have the option of arranging weekend community service time in lieu of each day of suspension. This must be supervised by parents and approved by school administration.</p> <p><b>Truancy of more than one day</b>  <b>1<sup>st</sup> Offense</b>—2 day suspension*  <b>2<sup>nd</sup> Offense</b>—3 day suspension*  <b>Subsequent Offense</b>—5 day suspension*  * Parents may have the option of arranging weekend community service time in lieu of each day of suspension. This must be supervised by parents and approved by school administration. Truancy may also involve a referral to the Livingston County Truancy Officer.</p>
<p><b>35. Dress Code</b>-- Dress or grooming which is disruptive to the educational process is prohibited.</p> <ul style="list-style-type: none"> <li>• Clothing and/or accessories that endorse any item or product related to tobacco, alcohol or other controlled substances are not permitted.</li> <li>• Footwear must be worn. Hats are allowed in hallways and common spaces; and in classrooms at the discretion of the teacher and hats are not allowed.</li> <li>• Decency, as interpreted by the administration and staff, is to be maintained at all times.</li> <li>• Halter tops, mesh shirts, shirts which expose the midriff, tank-tops, short skirts, short shorts, shorts with slits or cutoffs, and other types of suggestive clothing, will not be permitted.</li> <li>• Students must be covered shoulder to shoulder and from shoulder to mid-thigh. Shorts and other apparel worn must be mid-thigh or longer.</li> <li>• Undergarments must not be exposed including over leggings.</li> </ul>	<p><b>1<sup>st</sup> Offense</b>—Warning and sent to office until appropriate attire is secured.  <b>2<sup>nd</sup> Offense</b>—Warning, detention, short-term suspension.  <b>Subsequent Offense</b>—Short or long-term suspension with possible recommendation for expulsion.</p>
<p><b>36. Clothing</b>—Clothing, clothing orientation accessories, or jewelry worn to indicate membership or advocacy of a gang or group whose purpose is to discriminate against others, is strictly forbidden. Gang related graffiti on personal effects will be confiscated. Hand signs indicating gang involvement are also strictly prohibited.</p>	<p><b>1<sup>st</sup> Offense</b>—Warning, detention, short-term suspension.  <b>Subsequent Offense</b>—Short-term suspension with possible recommendation for expulsion or long-term suspension.</p>
<p><b>37. Toys or recreational paraphernalia</b>—Toys or recreational paraphernalia that are not intended for curricular or co-curricular activities</p>	<p><b>1<sup>st</sup> Offense</b>—Conference/warning/confiscation—students are asked not to bring items to school.  <b>2<sup>nd</sup> Offense</b>—Parent contact/detention/confiscation</p>

Type of Conduct	Disciplinary Action
<p>are not permitted at school or on school buses. Examples may include skateboards, hockey sticks, electronic games, laser pens/pointers and glass bottles.</p> <p><b>38. Photograph/ Video/ Audio Recording – A student shall not photograph or make a video/ audio recording of another without permission.</b></p> <p><b>39. Persistent Disobedience or Misconduct – Accumulation of multiple and/or repeated Code of Conduct violations over time.</b></p>	<p>of item(s) until parent picks it up.  <b>Subsequent Offense—</b>Parent contact/confiscation/up to 2 days suspension.</p> <p><b>Any Offense – Warning/ detention / suspension (up to 10 days) at the administrator’s discretion, depending upon circumstances</b></p> <p><b>Any Offense – Suspension (up to 10 days) with possible recommendation for long-term suspension or expulsion at the discretion of the administrator.</b></p>
<b>Matters Pertaining to Controlled Substances</b>	
<p><b>40. Tobacco—</b>All types and paraphernalia, Imitation chewing tobacco, and electronic cigarettes (E-cigarettes).</p> <p>a. Possession</p> <p>b. Use, sale and/or distribution on school property and/or at school activities.</p>	<p><b>1<sup>st</sup> Offense—</b>Confiscation and one day suspension  <b>2<sup>nd</sup> Offense—</b>Confiscation and 2 day suspension  <b>Subsequent Offense—</b>Confiscation, 5 day suspension and either a recommendation for expulsion or a long-term suspension.</p> <p><b>1<sup>st</sup> Offense—</b>Confiscation and 2 day suspension  <b>2<sup>nd</sup> Offense—</b>Confiscation and 5 day suspension  <b>Subsequent Offense—</b>Confiscation, 10 day suspension and either a recommendation for expulsion or a long-term suspension.</p>
<p><b>41. Students shall not possess or use alcohol, controlled substances, or mind-altering drugs and/or related paraphernalia on school property or during school-sponsored events. Students attending school activities after using these substances will be subject to this policy regardless of amount taken.**</b></p> <p><b>If a student is enrolled in an approved state licensed program, he/she will be eligible to continue credit through a hospital/homebound program and assignments will be given by the home where appropriate.</b></p> <p><b>42. Sale, distribution, furnishing or attempting to sell, distribute or furnish alcohol, controlled substances or mind-altering drugs.**</b></p>	<p><b>1<sup>st</sup> Offense – Option A</b>  - 5 day suspension  - A meeting with his/her parent(s) prior to re-admission  - Possible recommendation for an assessment by a state-licensed agency for a determination of the student’s possible chemical dependency.</p> <p><b>OR</b>  <b>1<sup>st</sup> Offense—</b>Option B  - 10 day suspension  - Meeting with his/her parent(s) prior to re-admission  <b>2<sup>nd</sup> Offense—</b>10 day suspension pending a hearing with a recommendation for long-term suspension or expulsion.</p> <p><b>Any Offense—</b>10 day suspension pending a hearing with a recommendation for expulsion or long term suspension.</p>
<p><b>43. Selling, furnishing or possessing substances purported or represented to have the effects of controlled drugs. **</b></p>	<p><b>1<sup>st</sup> Offense—</b>Option A  - 5 day suspension  - A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student’s chemical dependency.</p> <p><b>OR</b></p>

Type of Conduct	Disciplinary Action
	<p><b>1<sup>st</sup> Offense</b>—Option B</p> <ul style="list-style-type: none"> <li>- 10 day suspension</li> <li>- A meeting with his/her parent(s) prior to readmission</li> </ul> <p><b>2<sup>nd</sup> Offense</b>—10 day suspension; disciplinary hearing with a recommendation for expulsion.</p>
<p><b>44. Use of substances purported or represented to have the effects of controlled drugs.</b></p>	<p><b>1<sup>st</sup> Offense</b>—Option A</p> <ul style="list-style-type: none"> <li>- 5 day suspension</li> <li>- A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student's chemical dependency.</li> </ul> <p><b>OR</b></p> <p><b>1<sup>st</sup> Offense</b>—Option B</p> <ul style="list-style-type: none"> <li>- 10 day suspension</li> <li>- A meeting with his/her parent(s) prior to readmission</li> </ul> <p><b>2<sup>nd</sup> Offense</b>—10 day suspension; disciplinary hearing with a recommendation for expulsion.</p>
<p><b>45. Sale, distribution, furnishing, possession, or attempting to furnish those drugs that affect general metabolism including but not limited to, prescription or over-the counter drugs.**</b></p>	<p><b>1<sup>st</sup> Offense</b>—Option A</p> <ul style="list-style-type: none"> <li>- 5 day suspension</li> <li>- A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student's chemical dependency.</li> </ul> <p><b>OR</b></p> <p><b>1<sup>st</sup> Offense</b>—Option B</p> <ul style="list-style-type: none"> <li>- 10 day suspension</li> <li>- A meeting with his/her parent(s) prior to readmission.</li> </ul> <p><b>2<sup>nd</sup> Offense</b>—10 day suspension; disciplinary hearing with a recommendation for expulsion</p>
<p><b>46. Use of substances or represented to be controlled drugs or those drug that affect general metabolism including but not limited to prescription or over-the-counter drugs. **</b></p>	<p><b>1<sup>st</sup> Offense</b>—Option A</p> <ul style="list-style-type: none"> <li>- 5 day suspension</li> <li>- A meeting with his/her parent(s) prior to readmission. Possible recommendation for an assessment by a state licensed drug agency for a determination of the student's chemical dependency.</li> </ul> <p>- <b>OR</b></p> <ul style="list-style-type: none"> <li>- <b>1<sup>st</sup> Offense</b>—Option B</li> <li>- 10 day suspension</li> <li>- A meeting with his/her parent(s) prior to readmission.</li> </ul> <p><b>2<sup>nd</sup> Offense</b>—10 day suspension; disciplinary hearing with a recommendation for expulsion.</p>
<p><b>** Violation of the Code of Conduct as identified above will be cumulative over the years during which the student is enrolled in Brighton Area Schools. 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.</b></p>	

# Cumulative Referral Policy

## Goal: To make a positive change in behavior

The accumulation of discipline referrals carries the consequences listed below. Consequences in this chart may supersede the usual consequences for handbook infractions.

- Level 1      After four referrals—Conference with student
- Level 2      After five referrals—Student conference; parents notified
- Level 3      On ninth referral—Conference with student; parents notified; Saturday School assigned (7 am to 11 am)-In School or Out of School Suspension
- Level 4      One the twelfth and all subsequent referrals—Student conference; parents notified; Out of School Suspension.

## **BRIGHTON AREA SCHOOLS ACCEPTABLE USE POLICY**

### **Overview**

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

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

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

### **Rights and Responsibilities**

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

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

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

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

Brighton Area Schools will not be responsible for any damages suffered by the user. Use of any information obtained through the district's technology is at the user's own risk.

Brighton Area Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

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

There is not expectation of privacy in the Brighton Area Schools technology systems. Any data may be accessed by others and may be subject to subpoena and Freedom of Information Act requests. Data relating to or in support of illegal activities may be reported to the authorities.

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

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

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

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

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

- As a parent/guardian, I give permission for my child to use and access technology at school and for the district to issue any technology accounts to my child, including email or other technology services hosted by the district or the district's service providers.
- For any content that I or my child create on the district's servers or the district's service providers, I authorize and license the use of that content to the district.
- As a parent/guardian, I authorize and license the district to post my child's class work on technology systems.

Signature \_\_\_\_\_ User's Name \_\_\_\_\_

Date \_\_\_\_\_ (Parent/Guardian Name) \_\_\_\_\_

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the 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, that 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 any 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 services such as Facebook, YouTube, or Flickr. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. 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: \_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

For my child to use District technology systems:

- ⤴ I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- ⤴ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- ⤴ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- ⤴ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

## Scranton Middle School “Bring Your Own Device” Policy

Technology plays a large role in our students’ lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Scranton Middle School is committed to allowing responsible, learning-centered use of personal devices at school in order to provide as many pathways to understanding as possible for our students.

### **General Information:**

**Access to Scranton’s wireless network is a privilege, not a right.** Any use of the wireless network entails personal responsibility and compliance with all school rules. Student use of Brighton Area Schools’ network allows staff to conduct investigations regarding inappropriate internet use.

### **Guidelines for Use:**

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
- The use of personal devices falls under Brighton Area Schools’ Acceptable Use Policy, found in the student handbook.
- Students shall make no attempt to circumvent the school’s network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not take nor distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

### **Consequences for Misuse/Disruption (one or more may apply and are based on the severity of the infraction):**

- Disciplinary Referral resulting in verbal warning or detention
- Disciplinary referral resulting in suspension
- Student is not allowed to use personal devices at school
- Student is suspended or banned from use of school internet

### **School Liability Statement:**

Students bring their devices to use at Scranton at their own risk. It is their duty to be responsible for the upkeep and protection of their devices (we highly recommend contact information on every device).

### **Scranton Middle School is NOT responsible for:**

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are stolen or lost at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues, etc.)

**I have read and understand the BYOD Policy.**

\_\_\_\_\_

Print Student’s Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent Signature

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-83**

**For Action**

Subject:

2015-16 Original Budget

Recommendation:

That the board approve the 2015-16 Original Budget as set forth.

Rationale:

The board is required to appropriate expenditures for the 2015-16 school year and hold a truth in taxation hearing on the debt and non-homestead property tax millages.

Facts/Statistics:

Revenue in the general fund is estimated to be \$ 62,289,278. General fund expenditures are estimated to be \$58,921,956 for an estimated fund balance of \$4,887,419 which equals 7.85% of revenue.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the 2015-2016 budget as presented.

Voice Vote:

- Ayes
- Nays

**Resolution for Adoption by the Board of Education  
Brighton Area Schools**

**RESOLVED**, that this resolution shall be the **GENERAL** appropriations of Brighton Area Schools for the 2015-16 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Brighton Area Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the general fund of the school district for fiscal year 2015-16 which includes 18.0000 mills of ad valorem taxes to be levied on non-homestead and non-qualified agricultural property to be used for operating purposes is as follows:

**Revenue:**

1 xx Local	\$10,336,367
3 xx State	49,962,940
4 xx Federal	434,806
5 xx-6xx Other Financing Sources	<u>1,555,165</u>
<b>Total Revenue</b>	<u><b>\$62,289,278</b></u>
<b>Total Fund Balance, July 1, 2015 Available to Appropriate</b>	<u><b>1,520,097</b></u>
<b>Total Available to Appropriate</b>	<u><u><b>\$63,809,375</b></u></u>

Be if further resolved, that \$58,871,956 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

<b>1 xx – Instruction</b>	
11x – Basic Programs	\$34,456,615
12x – Added Needs	7,710,731
13x – Adult Education	299,100
<b>2xx- Support Services</b>	
21x – Pupil Support	1,297,302
22x – Instructional Staff Support	2,216,345
23x – General Administration	525,522
24x – School Administration	3,108,125
25x – Business Services	703,770
26x – Operations and Maintenance	3,936,623
27x – Transportation	2,152,331
28x – Other Central Support	1,027,671
29X - Athletics	919,488
<b>3xx- Community Services</b>	10,713
<b>4xx-6xx Other Financing Uses</b>	<u>557,620</u>
<b>Total Appropriated</b>	<u><b>\$58,921,956</b></u>
<b>Projected June 30, 2015 Fund Balance</b>	<u><b>\$4,887,419</b></u>

Further Resolved, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

This resolution shall take immediate effect.

**Resolution for Adoption by the Board of Education  
Brighton Area Schools**

**RESOLVED**, that this resolution shall be the **FOOD SERVICE FUND** appropriations for Brighton Area Schools for the 2015-16 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Brighton Area Schools.

**Revenue:**

1 xx Local	\$1,181,910
3 xx State	112,000
4 xx Federal	391,500
	<u>\$1,685,410</u>

Total Fund Balance, July 1, 2015 Available to Appropriate	0
Total Available to Appropriate	<u>\$1,685,410</u>

Be it further resolved, that \$1,685,410 of the total available to appropriate in the food service fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

**297 – Food Services**

Salaries	\$511,110
Benefits	331,780
Contracted Services	4,520
Repair & Maintenance	26,500
Food Purchases	793,500
Capital Outlay	10,000
Miscellaneous	8,000
	<u>\$1,685,410</u>

Total Appropriated	\$1,685,410
Projected June 30, 2015 Fund Balance	0

**Further Resolved**, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

This resolution shall take immediate effect.

**Resolution for Adoption by the Board of Education  
Brighton Area Schools**

**RESOLVED**, that this resolution shall be the **COMMUNITY EDUCATION FUND** appropriations for Brighton Area Schools for the 2015-16 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Brighton Area Schools.

**Revenue:**

Fees	\$2,448,500
Rentals	190,000
Senior Center	73,500
Interest Income	0
Miscellaneous	156,285
	<u>\$2,868,285</u>

Total Fund Balance, July 1, 2015 Available to Appropriate	0
Total Available to Appropriate	<u>\$2,868,285</u>

Be it further resolved, that \$2,868,285 of the total available to appropriate in the Community Education fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

**297 – Community Educations**

Salaries	\$1,398,200
Benefits	714,115
Contracted Services	379,070
Repair & Maintenance	112,150
Supplies	173,650
Equipment	0
Miscellaneous	91,100
Transfers & Indirect	0
	<u>\$2,868,285</u>

Total Appropriated	\$2,868,285
Projected June 30, 2015 Fund Balance	0

Further Resolved, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

This resolution shall take immediate effect.

**Resolution for Adoption by the Board of Education  
Brighton Area Schools**

**RESOLVED, that this resolution shall be the CAPITAL PROJECTS FUND appropriations for Brighton Area Schools for the 2015-16 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Brighton Area Schools.**

**Revenue:**

1 xx Local	\$400,000
	400,000

Total Fund Balance, July 1, 2015 Available to Appropriate	20,448,718
Total Available to Appropriate	\$20,848,718

**Be if further resolved, that \$20,848,718 of the total available to appropriate in the capital projects fund is hereby appropriated in the amounts and for the purposes set forth below:**

**Expenditures:**

452 – Site Improvements	\$20,448,718
Total Appropriated	\$20,448,718

Projected June 30, 2015 Fund Balance	0
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**Further Resolved, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.**

**This resolution shall take immediate effect.**

**Resolution for Adoption by the Board of Education  
Brighton Area Schools**

**RESOLVED**, that this resolution shall be the debt fund appropriations for Brighton Area Schools for the 2015-16 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Brighton Area Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the debt fund of the school district for fiscal year 2015-16 which includes a maximum of 7.1900 mills of ad valorem taxes to be levied on homestead, non-homestead and non-qualified agricultural property to be used for operating purposes is as follows:

**Revenue:**

1 xx Local	\$14,492,018
3 xx State	3,989,272
1 xx Interest	3,650
	<u>\$18,484,940</u>

Total Fund Balance, July 1, 2015 Available to Appropriate	1,007,905
Total Available to Appropriate	<u>\$19,492,845</u>

Be if further resolved, that \$18,484,940 of the total available to appropriate in the debt fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

510 - Debt Service	\$18,484,940
Total Appropriated	<u>\$18,484,940</u>
Projected June 30, 2015 Fund Balance	<u>1,007,905</u>

Further Resolved, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

This resolution shall take immediate effect.

**Resolution for Adoption by the Board of Education  
Brighton Area Schools**

**RESOLVED**, that this resolution shall be the **CAPITAL PROJECTS FUND** appropriations for Brighton Area Schools for the 2015-16 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Brighton Area Schools.

**Revenue:**

1 xx Local		<u>\$50,000</u>
		<u>50,000</u>
Total Fund Balance, July 1, 2015 Available to Appropriate		<u>0</u>
Total Available to Appropriate		<u><u>\$50,000</u></u>

Be it further resolved, that \$50,000 of the total available to appropriate in the capital projects fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

452 – Site Improvements		<u>\$0</u>
Total Appropriated		<u><u>\$0</u></u>
Projected June 30, 2015 Fund Balance		<u><u>50,000</u></u>

**Further Resolved**, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

This resolution shall take immediate effect.



2015-16 ORIGINAL BUDGET SUMMARY  
AND RELATED INFORMATION

*Brighton Area Schools*

PRESENTED MAY 11, 2015



**Brighton Area Schools**  
 125 S. Church Street  
 Brighton, MI 48116

**2015-16 BOARD OF EDUCATION**

Mr. Jay Krause.....	President
Dr. Dave Chesney.....	Vice President
Mr. Ken Stahl.....	Treasurer
Mrs. Beth Minert.....	Secretary
Mr. Andy Burchfield.....	Trustee
Mr. John Conely.....	Trustee
Mr. Bill Trombley.....	Trustee

**ADMINISTRATION**

Dr. Greg Gray.....	Superintendent
Dr. Maria Gistingher.....	Assistant Superintendent of Finance
Dr. Laura Surrey.....	Assistant Superintendent of Curriculum
Mr. Chris Turner.....	Executive Director of Technology

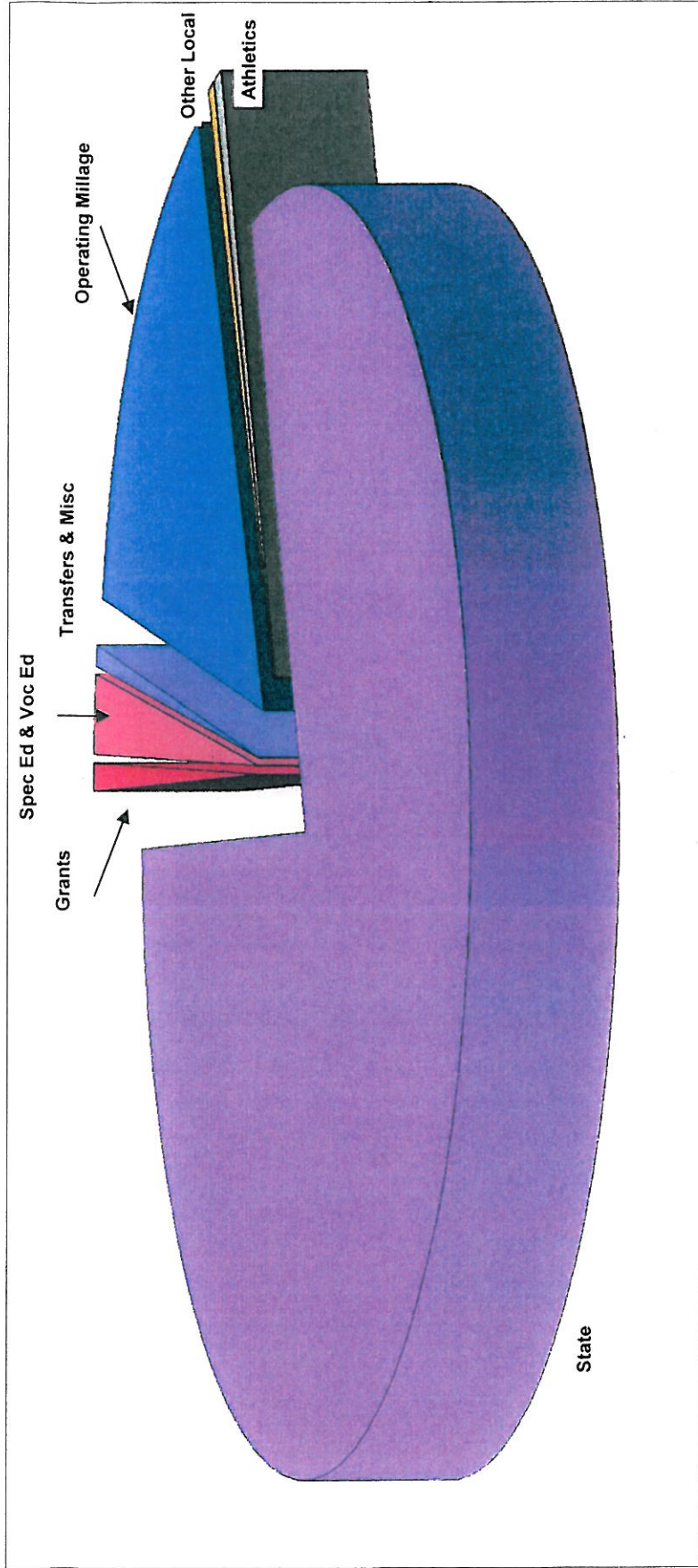
**BRIGHTON AREA SCHOOLS**

2015-16 Combined Statement of Revenues, Expenditures  
and Changes in Fund Balances  
Original Budget

	OPERATING	SPECIAL REVENUE		DEBT SERVICE FUND		CAPITAL PROJECTS		TOTAL
	General Fund	Food Service	Community Education	Debt Service Fund	2013 Bond	Capital Projects		
<b>REVENUES:</b>								
Local:								
Property Taxes	9,580,167			14,492,018	0			24,072,185
Building Use	42,000							42,000
Interest on Investments	8,500			3,650				12,150
Tuition	45,050				400,000			45,050
Student Fees	35,000							35,000
Food Sales and Catering Revenues		1,181,910						1,181,910
Athletic Admissions and Fees	415,250							415,250
Other	210,400		2,868,285		0			3,078,685
State	49,962,940	112,000		3,989,272				54,064,212
Federal	434,806	391,500						826,306
County Special Education and Misc. via LESA	1,236,793							1,236,793
<b>Total Revenues</b>	<b>61,970,906</b>	<b>1,685,410</b>	<b>2,868,285</b>	<b>18,484,940</b>	<b>400,000</b>	<b>0</b>		<b>85,409,541</b>
<b>EXPENDITURES:</b>								
Instruction:								
Basic Programs	34,456,615							34,456,615
Added Needs	7,710,731							7,710,731
Adult/Continuing Education	299,100		2,868,285					3,167,385
Instructional Support Services:								
Pupil	1,297,302							1,297,302
Instructional Staff	2,216,345							2,216,345
School Administration	3,108,125							3,108,125
Non-Instructional Support Services:								
General Administration	525,522							525,522
Business	703,770							703,770
Operations and Maintenance	3,936,623							3,936,623
Pupil Transportation	2,152,331							2,152,331
Central	1,027,671							1,027,671
Athletics	919,488							919,488
Food Service		1,685,410						1,685,410
Community	10,713							10,713
Custody and Care of Children	0							0
Capital Outlay	0				20,848,718			20,848,718
Debt Services:								
Principal	507,620							507,620
Interest								
Agent Fees								
<b>Total Expenditures</b>	<b>58,871,956</b>	<b>1,685,410</b>	<b>2,868,285</b>	<b>18,484,940</b>	<b>20,848,718</b>	<b>0</b>		<b>102,759,309</b>
<b>Excess of Revenues over Expenditures</b>	<b>3,098,950</b>				<b>(20,448,718)</b>	<b>0</b>		<b>(17,349,768)</b>
<b>OTHER FINANCING SOURCES/(USES):</b>								
Bond Proceeds								0
Operating Transfers In & Other	318,372					50,000		368,372
Other	0							0
Operating Transfers Out	(50,000)				0			(50,000)
<b>Total Other Financing Sources/(Uses)</b>	<b>268,372</b>			<b>0</b>	<b>0</b>	<b>50,000</b>		<b>318,372</b>
<b>Excess of Revenues and OFS/(OFU) over Expenditures</b>	<b>3,367,322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(20,448,718)</b>	<b>50,000</b>		<b>(17,031,396)</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,520,097</b>	<b>0</b>	<b>0</b>	<b>1,007,905</b>	<b>20,448,718</b>	<b>0</b>		<b>22,976,720</b>
<b>Fund Balance - End of Year</b>	<b>4,887,419</b>	<b>0</b>	<b>0</b>	<b>1,007,905</b>	<b>0</b>	<b>50,000</b>		<b>5,945,324</b>

# BRIGHTON AREA SCHOOLS

2015-16 General Fund Revenues and Other Financing Sources  
Original Budget



	2014-15 Amended		2015-16		% Change from 2013-14
	Amended Budget	% of Total	Original Budget	% of Total	Increase / (Decrease)
Operating Millage	9,090,438	14.4%	9,580,167	15.4%	489,729
Other Local	256,903	0.4%	340,950	0.5%	84,047
Athletics	359,025	0.6%	415,250	0.7%	56,225
State	50,490,333	80.2%	49,962,940	80.2%	(527,393)
Grants	365,578	0.6%	434,806	0.7%	69,228
Spec Ed & Voc Ed	1,233,770	2.0%	1,236,793	2.0%	3,023
Transfers & Misc	1,133,620	1.8%	318,372	0.5%	(815,248)
<b>Total</b>	<b>62,929,667</b>	<b>100.0%</b>	<b>62,289,278</b>	<b>100.0%</b>	<b>(640,389)</b>

## REVENUES and OFS:

Operating Millage	5.4%
Other Local	32.7%
Athletics	15.7%
State	-1.0%
Grants	18.9%
Spec Ed & Voc Ed	0.2%
Transfers & Misc	-71.9%
<b>Total</b>	<b>-1.0%</b>

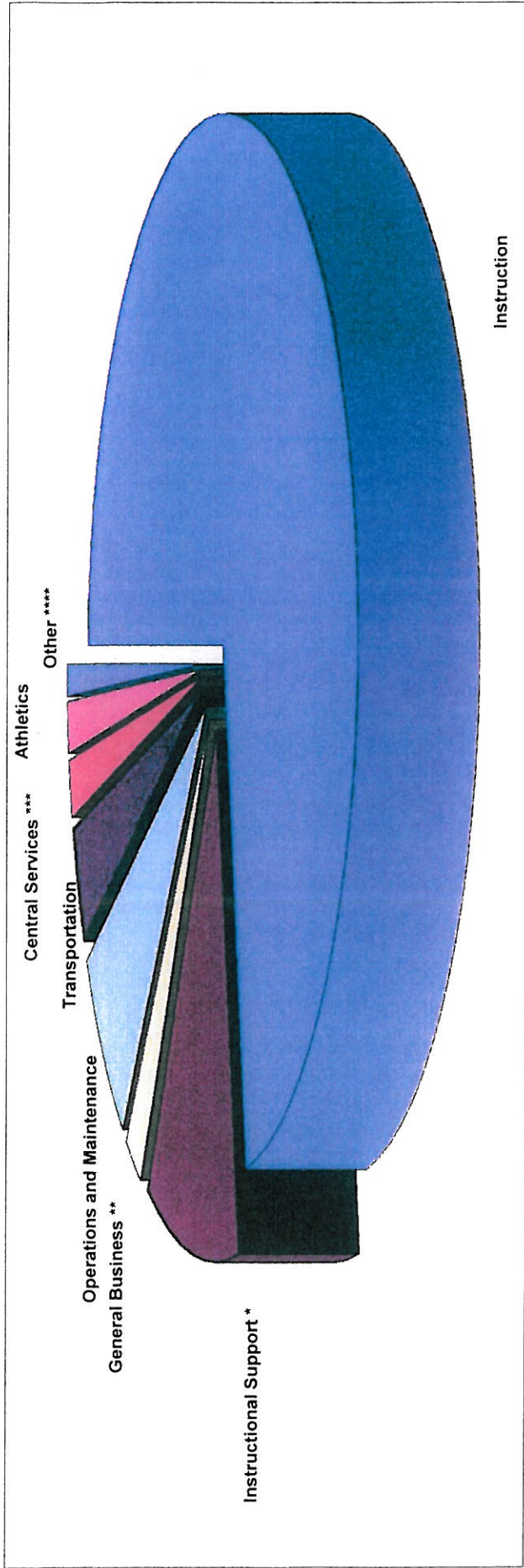
**BRIGHTON AREA SCHOOLS**

2015-16 General Fund Revenue Detail - Original Budget

Non-PRE taxable value	518,637,635	Non-Homestead Property Tax Rev:	9,335,477
Commercial Personal Property Value:	44,115,000	Comm Personal Property Tax Rev:	264,690
Total Taxable Value:	562,752,635	Total Property Tax Revenue	9,600,167
2015 Non-Homestead Millage:	18.0000	State Aid Membership blended FTE:	7,408.82
2015 Commerical Personal Property Millage:	6.0000	Per Pupil Foundation	\$7,326
		2014-15	2015-16
2013-14		Amended	ORIGINAL
ACTUAL	LOCAL REVENUE:	Budget	BUDGET
			\$ Change
9,121,395	Property Taxes	9,090,438	9,580,167
30,000	Building & Field Use	47,000	42,000
6,692	Interest on Investments	7,000	8,500
31,185	Tuition	35,300	45,050
35,000	Student Fees	35,000	35,000
409,085	Athletics	359,025	415,250
149,608	Other Local	132,603	210,400
9,782,965	TOTAL LOCAL SOURCES	9,706,366	10,336,367
	STATE REVENUE:		
28,203,241	Proposal A	30,318,074	30,079,439
2,077,030	Special Ed. Headlee	1,836,785	1,795,593
11,521,082	Discretionary	12,869,503	14,231,831
196,810	MDE PY Property Tax Adj	197,000	197,000
385,780	Best Practices	372,760	148,105
391,078	MPSERS Credit	417,492	0
1,446,984	MPSERS Stabilization Funding	2,519,362	3,030,000
0	MPSERS Liability	403,278	0
4,132	Renaissance Zone	3,597	3,597
84,358	Tech Infrastructure	0	0
147,698	Foundation Equity Payment	931,900	0
280,974	Performance Based Funding	0	0
1,500	First Robotics	0	2,500
174,025	Headlee Data Collection	184,892	184,892
0	TRIG - Copper ISD	110,676	0
294,697	At Risk - 31A	325,014	289,983
45,209,389	TOTAL STATE SOURCES	50,490,333	49,962,940
	FEDERAL REVENUE:		
475,641	Title Grants	339,412	408,640
24,246	Carl Perkins	22,766	22,766
3,417	Medicaid	3,400	3,400
503,304	TOTAL FEDERAL SOURCES	365,578	434,806
	INTERMEDIATE SOURCES:		
1,191,507	Special & Vocational Education	1,233,770	1,236,793
	OPERATING TRANSF IN AND OTHER FINANCING SOURCES:		
129,792	Food Service	0	0
95,365	Community Education	0	0
0	Capital Purchases - Buses	0	315,872
2,623	Sale of Fixed Assets	1,133,620	2,500
227,780	TOTAL INCOMING TRANSF and OTHER FINANCING SOURCES:	1,133,620	318,372
56,914,945	TOTAL REVENUES and OTHER FINANCING SOURCES	62,929,667	62,289,278
52,736,816	TOTAL EXPENDITURES and OTHER FINANCING USES	57,086,998	58,921,956
4,178,129	Increase (Decrease) in Fund Balance	5,842,669	3,367,322
(8,500,481)	Fund Balance - Beginning of Year	(4,322,572)	1,520,097
(4,322,572)	Fund Balance - End of Year	1,520,097	4,887,419

# BRIGHTON AREA SCHOOLS

2015-16 General Fund Expenditures by Function  
Original Budget



	2014-15 Amended		2015-16		% Change from 2013-14
	Amended Budget	% of Total	Original Budget	Increase / (Decrease)	
Instruction	41,672,512	72.9%	42,466,446	793,934	1.9%
Instructional Support *	5,904,309	10.3%	6,621,772	717,463	12.2%
General Business **	1,165,535	2.0%	1,229,292	63,757	5.5%
Operations and Maintenance	3,961,373	6.9%	3,936,623	(24,750)	-0.6%
Transportation	2,008,086	3.5%	2,152,331	144,245	7.2%
Central Services ***	903,004	1.6%	1,027,671	124,667	13.8%
Athletics	954,531	1.7%	919,488	(35,043)	-3.7%
Other ****	517,648	0.9%	568,333	50,685	9.8%
<b>Total</b>	<b>57,086,998</b>	<b>100%</b>	<b>58,921,956</b>	<b>1,834,958</b>	<b>3.2%</b>

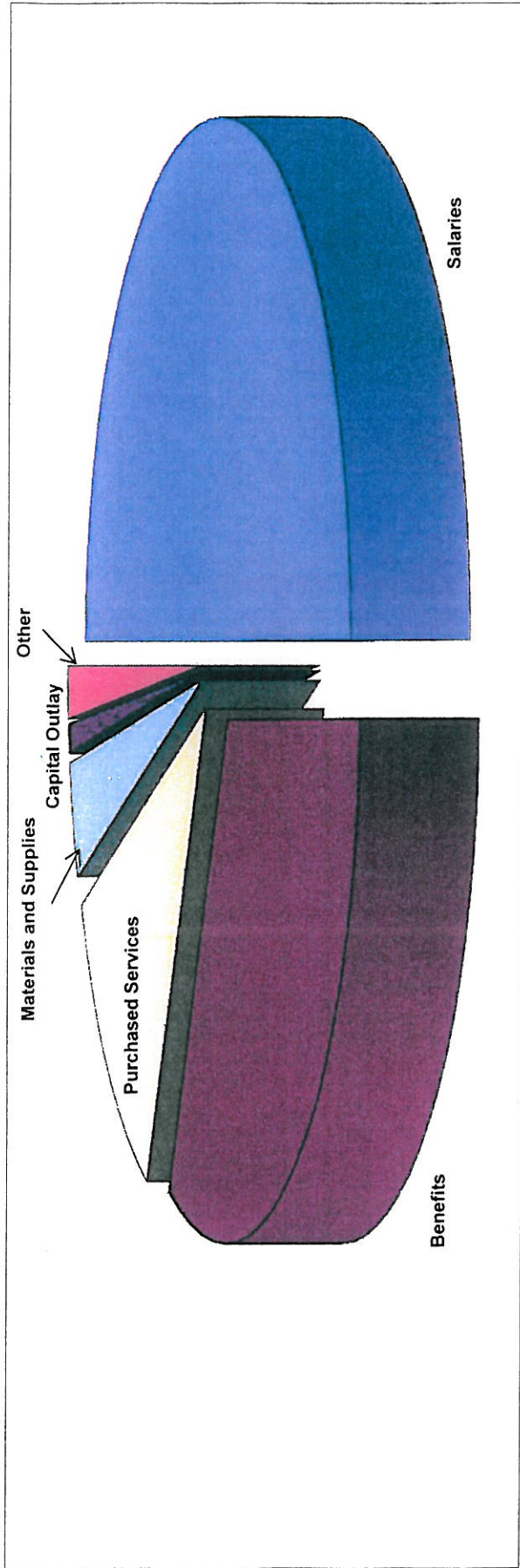
**EXPENDITURES:**

Instruction	42,466,446	72.1%	793,934	1.9%
Instructional Support *	6,621,772	11.2%	717,463	12.2%
General Business **	1,229,292	2.1%	63,757	5.5%
Operations and Maintenance	3,936,623	6.7%	(24,750)	-0.6%
Transportation	2,152,331	3.7%	144,245	7.2%
Central Services ***	1,027,671	1.7%	124,667	13.8%
Athletics	919,488	1.6%	(35,043)	-3.7%
Other ****	568,333	1.1%	50,685	9.8%
<b>Total</b>	<b>58,921,956</b>	<b>100%</b>	<b>1,834,958</b>	<b>3.2%</b>

\* Includes Pupil Support, Instructional Staff Services, and School Administration  
 \*\* Includes Board of Education, Executive Administration, and Business Services  
 \*\*\* Personnel, Communication Services and Technology Services  
 \*\*\*\* Includes Athletics, Community Services, Payments to Other Non-Public Schools, and Operating Transfers Out

# BRIGHTON AREA SCHOOLS

2015-16 General Fund Expenditures by Object Code  
Original Budget



	2015-16			% Change from 2013-14
	Original Budget	% of Total	Increase / (Decrease)	
Salaries	29,436,351	50.0%	601,920	2.1%
Benefits	18,922,196	32.1%	956,319	5.3%
Purchased Services	6,957,680	11.8%	(62,392)	-0.9%
Materials and Supplies	2,118,943	3.6%	53,437	2.6%
Capital Outlay	536,631	0.9%	313,245	140.2%
Other	950,155	1.6%	(27,571)	-2.8%
<b>Total</b>	<b>58,921,956</b>	<b>100%</b>	<b>1,834,958</b>	<b>3.2%</b>

	2014-15 Amended			% Change from 2013-14
	Amended Budget	% of Total	Increase / (Decrease)	
Salaries	28,834,431	50.5%	601,920	2.1%
Benefits	17,965,877	31.5%	956,319	5.3%
Purchased Services	7,020,072	12.3%	(62,392)	-0.9%
Materials and Supplies	2,065,506	3.6%	53,437	2.6%
Capital Outlay	223,386	0.4%	313,245	140.2%
Other	977,726	1.7%	(27,571)	-2.8%
<b>Total</b>	<b>57,086,998</b>	<b>100%</b>	<b>1,834,958</b>	<b>3.2%</b>

## EXPENDITURES:

Salaries  
Benefits  
Purchased Services  
Materials and Supplies  
Capital Outlay  
Other  
Total

# BRIGHTON AREA SCHOOLS

2015-16 General Fund Expenditures and  
Other Financing Uses Summary

2013-14 Actual	Function	2014-15 Amended	2015-16 Projected Budget						
			Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
11,520,849	111 Elementary	13,273,655	13,805,510	8,173,000	5,216,100	153,600	262,810	0	0
8,690,017	112 Middle School	8,600,050	8,761,575	5,061,000	3,327,800	170,900	201,875	0	0
9,641,570	113 High School	11,515,700	11,873,850	6,959,500	4,388,350	366,500	157,400	0	2,100
14,293	119 Summer School	15,680	15,680	11,600	4,080	0	0	0	0
29,866,729	Total Basic Programs	33,405,085	34,456,615	20,205,100	12,936,330	691,000	622,085	0	2,100
5,915,045	122 Special Education	6,274,815	6,108,240	3,532,000	2,433,890	131,475	7,375	0	3,500
625,112	125 Compensatory Education	473,423	488,606	346,462	136,196	4,500	1,448	0	0
1,036,460	127 Career & Technical Education	1,138,598	1,113,885	593,500	406,285	13,300	92,500	0	8,300
7,576,617	Total Added Needs	7,886,836	7,710,731	4,471,962	2,976,371	149,275	101,323	0	11,800
443,154	132 Adult Education	380,591	299,100	184,000	104,600	6,500	4,000	0	0
443,154	Total Adult/Continuing Educ	380,591	299,100	184,000	104,600	6,500	4,000	0	0
37,886,500	Total Instruction	41,672,512	42,466,446	24,861,062	16,017,301	846,775	727,408	0	13,900
893,937	212 Guidance	684,741	867,827	513,102	339,725	0	15,000	0	0
90,356	213 Health	93,965	64,665	35,000	28,765	400	500	0	0
32,832	216 Social Worker	11,850	0	0	0	0	0	0	0
308,400	219 Other Pupil Support	334,249	364,810	110,100	45,410	204,300	0	0	5,000
1,325,525	Total Pupil Support Services	1,124,805	1,297,302	658,202	413,900	204,700	15,500	0	5,000
181,901	221 Improvement of Instruction	161,621	428,104	230,875	113,579	80,650	3,000	0	0
478,061	222 Library	527,278	543,605	290,300	189,080	16,655	47,570	0	0
0	225 Instructional Related Technology	0	0	0	0	0	0	0	0
893,036	226 Supervision of Instructional Staff	1,164,095	1,244,636	234,540	144,796	824,500	1,800	0	39,000
1,552,998	Total Instructional Staff Services	1,852,994	2,216,345	755,715	447,455	921,805	52,370	0	39,000
70,482	231 Board of Education	86,300	75,900	0	0	67,900	0	0	8,000
349,406	232 Executive Administration	370,700	449,622	263,622	151,600	18,200	8,700	0	7,500
419,888	Total General Administration	457,000	525,522	263,622	151,600	86,100	8,700	0	15,500
2,631,999	241 Office of the Principal	2,724,580	2,907,595	1,715,800	1,129,375	39,700	11,415	0	11,305
193,156	249 Other School Administration	201,930	200,530	111,180	62,450	17,400	9,500	0	0
2,825,155	Total School Administration	2,926,510	3,108,125	1,826,980	1,191,825	57,100	20,915	0	11,305

**BRIGHTON AREA SCHOOLS**  
 2015-16 General Fund Expenditures and  
 Other Financing Uses Summary

2013-14 Actual	Function	2015-16 Projected Budget							
		2014-15 Amended	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
512,317	252 Fiscal Services	517,787	595,987	325,700	193,815	59,825	1,200	0	15,447
207,665	259 Other Business Services	190,748	107,783	0	0	0	0	0	107,783
719,982	Total Business Services	708,535	703,770	325,700	193,815	59,825	1,200	0	123,230
3,885,089	261 Operating Buildings Services	3,881,710	3,856,960	340,100	280,040	1,988,820	1,233,000	0	15,000
79,663	266 Security	79,663	79,663	0	0	79,663	0	0	0
3,964,752	Total Operations and Maintenance	3,961,373	3,936,623	340,100	280,040	2,068,483	1,233,000	0	15,000
1,708,128	271 Pupil Transportation	2,008,086	2,152,331	0	0	1,615,200	500	536,631	0
1,708,128	Total Pupil Transportation	2,008,086	2,152,331	0	0	1,615,200	500	536,631	0
12,581	282 Communication Services	9,830	9,830	3,700	930	0	5,200	0	0
87,434	283 Personnel	106,674	101,941	53,500	27,630	12,811	1,500	0	6,500
790,676	284 Technology Services	786,500	915,900	174,800	80,100	518,000	3,000	0	140,000
890,691	Total Central Support Services	903,004	1,027,671	232,000	108,660	530,811	9,700	0	146,500
925,607	293 Athletics	954,531	919,488	172,970	117,600	556,168	49,650	0	23,100
925,607	Total Athletics	954,531	919,488	172,970	117,600	556,168	49,650	0	23,100
10,470	371 Non-Public Schools	9,828	10,713	0	0	10,713	0	0	0
10,470	Total Non-Public School Transfers	9,828	10,713	0	0	10,713	0	0	0
507,120	511 Debt Service	507,820	507,620	0	0	0	0	0	507,620
507,120	Total Debt Service	507,820	507,620	0	0	0	0	0	507,620
0	625 Transfer to Other Funds	0	50,000	0	0	0	0	0	50,000
0	Total Debt Service	0	50,000	0	0	0	0	0	50,000
52,736,816	Total General Fund	57,086,998	58,921,956	29,436,351	18,922,196	6,957,680	2,118,943	536,631	950,155

Percent of Total Expenditures	100.0%	50.0%	32.2%	11.8%	3.6%	0.9%	1.6%
Salaries & Benefits to Total Expenditures	82.2%						
Salaries & Benefits to Total Revenue	75.7%						

# BRIGHTON AREA SCHOOLS

## 2015-16 Food Service Fund Revenues and Expenditures Original Budget

2013-14 ACTUAL	2014-15 ORIGINAL BUDGET	2015-16 ORIGINAL BUDGET	\$ Change 2015 vs. 2016
<b>Revenues:</b>			
<b>Local:</b>			
Food Sales	1,157,251	1,139,710	(17,541)
Vending, Catered Events, and Miscellaneous	44,625	42,200	(2,425)
<b>State:</b>			
School Lunch	59,500	62,000	2,500
MPSERS 147c UAAL Rate Stabilization	50,000	50,000	
<b>Federal:</b>			
Lunch & USDA Commodity	377,400	391,500	14,100
<b>Total Revenues</b>	<b>1,638,776</b>	<b>1,685,410</b>	<b>46,634</b>
<b>Expenditures:</b>			
<b>Salaries:</b>			
Food Service Director & Staff	486,000	511,110	25,110
Employee Benefits	278,017	331,780	53,763
Contracted Services	8,883	4,520	(4,363)
Repair & Maintenance	20,726	26,500	5,774
Food Purchases	792,625	793,500	875
Capital Outlay	7,000	10,000	3,000
Misc.	5,525	8,000	2,475
<b>Total Expenditures</b>	<b>1,598,776</b>	<b>1,685,410</b>	<b>86,634</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>40,000</b>	<b>0</b>	<b>(40,000)</b>
<b>Other Financing Uses - Operating Transfer to General Fund</b>	<b>(40,000)</b>	<b>0</b>	<b>40,000</b>
<b>Increase (Decrease) in Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance - Beginning of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance - End of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>

# BRIGHTON AREA SCHOOLS

2015-16 Community Education Fund Revenues and Expenditures  
Original Budget

2013-14 ACTUAL	2014-15 ORIGINAL BUDGET	2015-16 ORIGINAL BUDGET	\$ Change 2015 vs. 2016
<b>Revenues:</b>			
Fees	2,438,735	2,448,500	9,765
Rentals	174,000	190,000	16,000
Senior Center	80,300	73,500	(6,800)
Miscellaneous	51,500	156,285	104,785
<b>Total Revenues</b>	<b>2,744,535</b>	<b>2,868,285</b>	<b>123,750</b>
<b>Expenditures:</b>			
Salaries	1,332,829	1,398,200	65,371
Benefits	552,149	714,115	161,966
Contracted Services	341,170	379,070	37,900
Repair & Maintenance	124,087	112,150	(11,937)
Supplies	157,800	173,650	15,850
Equipment	3,000	0	(3,000)
Miscellaneous	58,500	91,100	32,600
Transfers & Indirect	175,000	0	(175,000)
<b>Total Expenditures</b>	<b>2,744,535</b>	<b>2,868,285</b>	<b>123,750</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# BRIGHTON AREA SCHOOLS

2015-16 Debt Retirement Funds Funds Revenues and Expenditures  
Original Budget

2016 Taxable Valuation on all Property (Estimated)		201,557,969	
2016 Millage		<u>7.1900</u>	
Estimated Property Tax Revenue		<u>14,492,018</u>	
<hr/>			
2013-14 ACTUAL	2014-15 ORIGINAL BUDGET	2015-16 ORIGINAL BUDGET	\$ Change 2015 Amended vs. 2016 Original
<hr/>			
Revenues:			
14,189,319	14,009,276	14,492,018	482,742
3,028,991	4,221,062	3,989,272	(231,790)
(91)	0	3,650	3,650
<hr/>			
17,218,219	18,230,338	18,484,940	254,602
<hr/>			
Expenditures:			
4,911,132	4,778,092	4,378,649	(399,443)
11,738,567	13,449,246	14,102,541	653,295
(357)	3,000	3,750	750
16,649,342	18,230,338	18,484,940	254,602
<hr/>			
568,877	0	0	0
<hr/>			
439,028	1,007,905	1,007,905	0
<hr/>			
1,007,905	1,007,905	1,007,905	0
<hr/>			

# BRIGHTON AREA SCHOOLS

2015-16 Capital Project Funds Revenues and Expenditures  
Original Budget

	2012 & 2013 BOND		
2013-14 ACTUAL	2014-15 Original Budget	2015-16 Original Budget	\$ Change 2016 Original vs. 2015 Amended
<b>Revenues:</b>			
Sale of Bonds	0	0	0
Interest on Investments	400,000	400,000	0
<b>Total Revenues</b>	<b>400,000</b>	<b>400,000</b>	<b>0</b>
<b>Expenditures:</b>			
Repair of Facilities	23,826,370	20,848,718	2,977,652
<b>Total Expenditures</b>	<b>23,826,370</b>	<b>20,848,718</b>	<b>2,977,652</b>
<b>Excess of Revenues over Expenditures</b>	<b>(23,426,370)</b>	<b>(20,448,718)</b>	<b>(43,875,088)</b>
<b>Fund Balance - Beginning of Year</b>	<b>43,875,088</b>	<b>20,448,718</b>	<b>23,426,370</b>
<b>Projected Fund Balance - End of Year</b>	<b>20,448,718</b>	<b>0</b>	<b>(20,448,718)</b>

## MICHIGAN DEPARTMENT OF EDUCATION DEFINED EXPENDITURE FUNCTION CODES

Per Michigan Public School Accounting Manual - Bulletin 1022

Function Code	Function Name	Description
111	Elementary	Learning experiences concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics considered to be needed by all pupils in terms of their awareness of life within our culture and the world of work and which normally may be achieved during the elementary school years.
112	Middle/Junior High	Learning experiences concerned with knowledge, skills, appreciations, attitudes and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and various career clusters, and which normally may be achieved during the middle and/or junior high school years.
113	High School	Learning experiences concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and various occupations and/or professions which normally may be achieved in the high school years.
119	Summer School	Any basic program activity offered in summer.
122	Special Education	Instructional activities designed primarily to deal with pupils having impairments requiring special accommodation. The special education programs area includes Preprimary, Elementary, Middle/Junior High, and High School services for pupils with mental, emotional, hearing, visual, speech, language, physical and other impairments and learning disabilities. Homebound and hospitalized programs for pupils who are not classified as special education pupils should not be included in this account.
125	Compensatory Education	Instructional activities designed to improve the achievement in basic cognitive skills of pupils who have extraordinary need for assistance to improve their competence in such basic skills as State At Risk, NCLB Title I and Bilingual.
127	Career and Technical Education	Instructional activities which provide laboratory, simulations or instruction offered at the secondary level, based upon individually designed learning experiences in a vocational subject preparing the pupil for competencies required in a recognized occupation coded in accordance with recognized and approved Classification of Instructional Programs (CIP) codes. See the identifications found in the State Code for approved CIP codes.
132	Adult Continuing Education - Secondary	Learning experiences designed to develop the knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by adults who have interrupted formal schooling. It is generally considered to include grade levels nine through twelve.
212	Guidance Services	Consist of those activities of counseling with pupils and parents, providing consultation with other staff members on learning problems, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for pupils.

Per Michigan Public School Accounting Manual - Bulletin 1022

213	Health Services	Consist of physical and mental health services. Included are activities involved with providing pupils with appropriate medical, dental, nursing or other health services.
214	Psychological Services	Consist of those activities of administering psychological tests, interpreting the results of psychological tests, working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests, and planning and managing a program of psychological services including psychological counseling for the school or school system.
216	Social Worker Services	Consists of those activities that have as their purpose the performance of school social work activities dealing with the problems of pupils that involve the home, school, and community.
219	Other Pupil Support Services	This function is assigned to expenditures involving monitoring activities, such as, lunchroom monitors, hall monitors, playground monitors and crossing guards. Bus monitors are assigned to the transportation function, 271.
221	Improvement of Instruction	Consists of those activities that are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging and natural learning experiences for pupils. These activities include curriculum development, techniques of instruction, child development and understanding, in-service training for instructional staff.
222	Educational Media Services	Consist of those activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of educational media by teachers and other members of the instructional staff; and guiding instructional staff members in their use of educational media. Included here are the activities for planning the use of the educational media by pupils and instructing pupils in their use of media materials.
225	Instruction Related Technology	Consists of all technology activities and services for the purpose of supporting instruction. Specifically costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and establishing technology for distance learning programs.
226	Supervision and Direction of Instructional Staff	Directing and managing instructional services. Includes the activities of program coordination and program compliance monitoring. Examples: Special Education, Career Technical and Title I directors.
227	Academic Student Assessment	Services rendered for the academic assessment of pupils. Examples: Purchased academic testing services, purchased grading services, academic testing supplies.
229	Other Instructional Staff Services	Consist of activities other than those defined above to assist instructional staff.
231	Board of Education	Activities performed by the elected body that has been created according to state law and vested with responsibilities for educational activities in a school district. Includes legal, audit and election costs or fees.

Per Michigan Public School Accounting Manual - Bulletin 1022

232	Executive Administration	Those activities associated with the district-wide general or executive responsibilities, including the development and execution of school district policies through staff at all levels. Titles may include superintendent, associate or assistant superintendent, but may not be limited to such designations. These activities may be distinguished from the supervision or direction of a specific function, program or supporting service that may appropriately be charged to another specific instructional or supporting function. When the same individual directs two or more functions, the services of that individual's office may be prorated between the functions concerned. Include community relations services (district wide activities and programs designed to improve school/community relations.)
241	Office of the Principal	Activities performed by the principal, assistant principal and other assistants in the general supervision of all operations of the school building; evaluation of staff members of the school; supervision and maintenance of the school records are included under this function, along with clerical staff for these activities.
249	Other School Administration	Other activities of school administration not defined above.
252	Fiscal Services	Activities concerned with the fiscal operations of the school system. This function includes budgeting, receiving and disbursing, financial accounting, payroll, purchasing, inventory control, and internal auditing.
257	Internal Services	Activities concerned with the storing and distributing supplies, furniture and equipment. Also include duplicating and printing services, central mail services, and costs associated with the operation of a central switchboard of receptionist.
259	Other Business Services	This function is assisted to those kinds of transactions that should not be identified to any of the business activities defined above. Examples: short term interest on notes, judgments, taxes abated and written off.
261	Operating Buildings Services	Activities concerned with keeping the physical plant open, clean, and ready for daily use. They include operating the heating, lighting, and ventilation systems, and repairing facilities/equipment. Also included are operating building leases, property and liability insurance, janitorial and ground maintenance costs. May be used in a Capital Projects fund only to extent allowed by law.
266	Security Services	Activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of schools at all times. Included are police activities for school functions, traffic control on grounds and in the vicinity of schools, building alarm systems, and security guards.
271	Pupil Transportation Services	Activities concerned with the conveyance of pupils to and from school, as provided by state law. It includes trips between home and school or trips to school activities. All other direct costs related to pupil transportation should be included under this function, i.e., physical exams, uniforms, school bus driver licenses, awards, bus monitors, etc. May be used in Capital Projects Funds only to extent allowed by law.
282	Communication Services	Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers or to the general public through direct mailing, the various news media, or personal contact.

Per Michigan Public School Accounting Manual - Bulletin 1022

283	Staff/Personnel Services	Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, in-service training, health services, staff accounting, and staff relations and negotiations. <b>In-service training and professional development for non-instructional support staff should be recorded here.</b>
284	Support Service Technology	Activities concerned with preparing data for storage, storing data, and retrieving them for reproduction as information for management and reporting when these services are provided by the district in its own facilities. Also include district wide activities associated with technology support.
293	Athletic Activities	Consist of those activities concerned with financing the interscholastic athletic programs that are under the supervision of the school.
297	Food Services	Consist of those activities concerned with providing food to pupils and staff in a school or school system. This service includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food.
371	Non-Public Schools	Services to pupils attending a school established by an agency other than the state, subdivision of the state, or federal government which usually is supported primarily by other than public funds.
441	Payments to other Government	Sub-grantee relationship only.
459	Other Facilities Acquisition	Other facilities acquisition and construction services that cannot be classified above.
511	Debt Service - Long Term Only	Principal on short-term notes/loans will be recorded in offsetting balance sheet accounts rather than as an "other financing use." Interest on short-term notes/loans will be coded in Function 259.
601-699	Fund Modifications (Other Operating Transfers Out)	Use "6" in the first position of the fund code, then two position fund code of fund the dollars are going. Also accounts for indirect cost rate recovery.

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-84**

**For Action**

Subject:

Lunch Price Increase, BHS & Scranton beginning 2015/2016 School Year

Recommendation:

Increase lunch prices \$ .25 at BHS & SMS from \$2.50/3.25 to \$2.75/3.50

Rationale:

Increased food costs due to higher prices and new legislation that mandates fresh fruits/vegetables served with every meal whether desired or not. No price increase at BHS/SMS in at least 8 years. We now have the lowest base meal price in Livingston County.

Facts/Statistics:

<b>District</b>	<b>Middle School</b>	<b>High School</b>
Brighton	\$2.50 / \$3.25	\$2.50 / \$3.25
Hartland	\$2.75 / \$3.00	\$2.75 / \$4.00
Howell	\$2.35 / \$3.10	\$2.65 / \$3.10
Pinckney	\$2.85	\$2.85 / \$3.60
Fowlerville	\$2.70	\$2.70 / \$3.25

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

That the board approve the lunch price increases for BHS and Scranton beginning the 2015/2016 school year as presented.

Voice Vote:

- Ayes
- Nays

**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report#15-85**

**For Action**

Subject:

Brighton Center for the Performing Arts Projector Screen

Recommendation:

It is recommended that the Brighton Area Schools proceed with accepting the bid of \$5,909.22 submitted by E2I Design for a motorized screen and control.

Rationale:

A replacement projector screen for the BCPA is part of the scope of the Brighton Area Schools Bond improvement process. The screen being replaced is stationary, and the new screen allows for mobility and adaptability. Also, with the purchase of a new high definition projector, the screen being replaced is not compatible with the projected image, as it is not theater aspect ratio.

Facts/Statistics:

- Brighton Area Schools received three proposals.
- All proposals were submitted by vendors with good reputations.
- The least expensive proposal and our recommendation for purchase was submitted by E2I Design for \$5,909.22.

District Goal Addressed:

X            Communication  
X            Fiscal Integrity  
\_\_\_            Student Achievement

**Motion :**

Moved by:

Supported by:

To accept the bid of \$5,909.22 submitted by E2I Design for a motorized screen and control as presented.

Voice Vote:

\_\_\_            Ayes  
\_\_\_            Nays



## Customer Quote

Brighton Center for Performing Arts

**Project Specialist:** Josh Holowicki

**Order Tracker:** BCPA-7714-DL-03

**Order Contact:** Eric Guerin

Quantity	Part Number	Description	Price	Extended Price
1	80848	DaLite 30' x 30' Motorized Scenic Roller Screen; MW 120; Motor Mounted Internally; Includes wall station control	\$ 5,770.33	\$ 5,770.33
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
	<b>Xtras/Freebies</b>			
1	Shipping	Shipping to 48116	\$ 138.89	\$ 138.89
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			<b>Total Price =</b>	<b>\$ 5,909.22</b>
	<b>***QUOTE VALID FOR 30 DAYS***</b>			
	<b>P: 734.547.3707</b>			
	<b>e2idesign.com</b>			

Approved: \_\_\_\_\_



**Digital Age Technologies Inc.**

1333 S. Oak Rd.  
Davison, Michigan 48423  
Phone: 810-658-4008  
Fax: 810-658-4881  
Email: tphillips@dat-inc.us

## Quote

Quote No: 1398

Date: 04/3/2015

Client:

Eric Guerin  
Brighton Area Schools  
Brighton High School  
PAC  
7878 Brighton Road  
Brighton, MI 48116

### Statement of Work:

Da-Lite 80848 Screen for BCPA

Item	Description	Quantity	Rate	Amount
80848	DA-LITE SCENIC ROLLER 30X30 MW 120	1	\$6,096.00	\$6,096.00
SHIP	SHIPPING	1	\$500.00	\$500.00

---

Subtotal	\$6,596.00
Sales Tax	\$0.00
<b>Total</b>	<b>\$6,596.00</b>

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-86**

**For Action**

Subject: Aerohive Wireless Access Points.

Recommendation: Per Board policy 6320 – Purchasing: It is recommended that Brighton Area Schools accept the quotation from Amerinet for the acquisition, licensing, and installation of eight (8) additional WiFi access points for Brighton High School at \$7,589.30.

Rationale: As the result of user input based on general WiFi performance, and in anticipation of future online assessments like M-STEP and ACT/SAT that will require bandwidth investments, a site survey was conducted at Brighton High School to identify potential areas of low WiFi saturation.

Facts/Statistics:

- The Aerohive wireless access points (AP230) being recommended for purchase are the same model currently deployed throughout Brighton Area Schools.
- The Aerohive AP230 have REMC statewide contract pricing available.
- The Amerinet quotation for the eight Aerohive AP230s is a better overall price than achievable through REMC statewide contracts.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the purchase of Aerohive Wireless Access Points as presented.

Voice Vote:

- \_\_\_\_\_ Ayes
- \_\_\_\_\_ Nays



# Brighton Area Schools | Aerohive | AP230s (802.11 AC, rel 1)

<b>To:</b>	<b>From:</b>
Chris Turner	J. Ebejer
Brighton Area Schools	AmeriNet of Michigan, Inc.
125 South Church St.	1241 S. Maple Rd.
	Ann Arbor, MI 48103
810.299.4000	Phone: 734-995-1233
turnerc@brightonk12.com	james@AmeriNet.com

## Summary

Quote ID:	QUO-11696-J2C3
Shipping Method:	Date: 04/28/2015
Payment Terms:	Net 30

## Details

Product ID	Product	Quantity	Price	Sub Total
AH-AP-230-AC-FCC	AP230, indoor plenum rated, 2 radio 3x3:3 802.11a/b/g/n/ac, 2 10/100/1000, USB, FCC regulatory domain, without power supply (Internal Antenna only)	8.00	\$559.30	\$4,474.40
AH-HM-LIC-1AP	1 HiveAP license for HiveManager	8.00	\$48.00	\$384.00
AH-HM-LIC-1AP	5 year Premium Education support, 24x7, Advanced replacement for additional one AP230 (after initial 200)	8.00	\$72.00	\$576.00
WZC Engineering	AP Installation/AP Post Site Survey and Engineering/Client Testing (see Scope of Work – separate two pages)	1.00	\$2,154.90	\$2,154.90
<b>Total</b>				<b>\$7,589.30</b>

**Thank you**

Thank you for the opportunity to quote these products. Please note: Prices quoted are valid for 30 days. Applicable taxes and shipping charges are additional. Returns or cancellation of order(s) may be subject to a fee. We look forward to helping you in the future.



WZC Networking  
1040 Springfield Dr.  
Northville, MI 48167  
248.605.2149

## Request for Quotation – QUO-042615-01

**Client/Contact:**

	Chris Turner <b>Brighton Area Schools</b> 7878 Brighton Rd Brighton, MI 48116 (810) 299-4100 <a href="mailto:turnerc@brightonk12.com">turnerc@brightonk12.com</a>
--	--

**Current Inventory:**

	Aerohive 330/350’s w/ HiveManager on premise.
--	---

**Overview:**

	Client request specifications: WZC Networking LLC would perform access point installation/configurations/client testing at the Brighton High School.
--	---

### SOW Deliverables

**1. AP Installation/Post Site Survey**

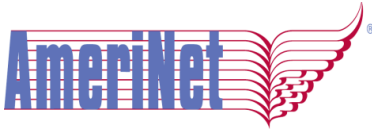
- a. Install label identifications for access point mounting.
- b. Mount access points inside high school in surveyed areas (8 Aerohive APs 230s).
- c. Provide client wireless testing plan for both data.
- d. Supply post survey RF heat map after new WLAN infrastructure is online and tested positive.

**2. Engineering/Client Testing**

- a. Configure WLAN environment according to the “WLAN Design Considerations” & “WLAN Configurations Worksheet”.
- b. Test client devices for connectivity and roaming.
- c. Incorporate post survey RF testing into existing documentation.

**Price: \$2,154.90\***

*\*Note- price includes cost for engineering services previously conducted on 3/24/1 by WZC Networking engineer.*



WZC Networking  
1040 Springfield Dr.  
Northville, MI 48167  
248.605.2149

Customer Responsibilities

- *Lift for installation areas greater than 15ft.*
- *All CAT5e or equivalent wiring to each access point locations.*
- *Special mounts are not included in base price and would be determined during site survey.*
- *BHS will supply all WLAN equipment (ie access points, controller & external antenna if needed)*
- *BHS is responsible for all LAN switch/router configurations & testing.*
- *BHS will provide all base CAD or equivalent drawings prior to survey.*

**Client Instructions**

Please review this document. The WZC Networking engineer will be authorized to perform work that is specifically listed in the above scope of work. Any revisions to this Scope of Work should be recorded by execution of a Change Order.

To accept this scope of work, please sign & date below where indicated and fax the signed document to (248) 412-2091.

By signing below you are agreeing to the terms and conditions defined above. No changes or additions to the scope of work will be accepted after the date that appears below.

**Client Signature Section (Signing this Section Schedules the Scope of Work):**

X \_\_\_\_\_  
Signature of Company Representative Date

\_\_\_\_\_  
Print Name Title

Upon completion you will be asked to sign again acknowledging completion (see *Scope of Work Fulfillment Section*) and copy will be attached to your invoice.

**Scope of Work Fulfillment Section:**

By Signing below you are acknowledging that all tasks delineated in the scope of work section have been completed to your satisfaction.

X \_\_\_\_\_  
Signature of Company Representative Date

\_\_\_\_\_  
Print Name Title

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-87**

**For Action**

Subject: Chromebook Purchases for The Bridge.

Recommendation: Per Board policy 6320 – Purchasing: Using statewide REMC and TRIG contract pricing, it is recommended that Brighton Area Schools purchase forty (40) Chromebooks and forty (40) management licenses, in addition to two (2) storage carts, for a total of \$13,987.58.

Rationale: In concert with the recent Chromebook purchase proposal for Brighton High School, this purchase request supplements the lone 22-station computer lab at The Bridge, and further helps prepare Brighton Area Schools for upcoming online standardized assessments (M-STEP, ACT/SAT) during the 2015-16 school year. Further, the purchase of Dell laptops and Chromebooks fulfills the standardization and efficiencies desired by the Technology Department.

Facts/Statistics:

- As already noted, The Bridge possesses a 22-station computer lab, but general availability is limited due to regularly scheduled classes.
- Considering average Bridge class sizes, two carts of twenty devices apiece was considered an optimal means of satisfying the growing technological needs, and maximizing resources throughout the program.
- The Bridge will be supplementing their traditional classroom-based curriculum with an online component, and Chromebooks can affordably fulfill that requirement.
- The purchase of these Chromebooks will be made via the REMC SPOT incentive program, increasing savings to BAS, and making BAS eligible for grant reimbursement.

District Goal Addressed:

X            Communication  
X            Fiscal Integrity  
X            Student Achievement

**Motion:**

Moved by:  
Second:

That the board approve the chromebook purchases for The Bridge as presented.

Voice Vote:

\_\_\_\_ Ayes  
\_\_\_\_ Nays

<b>Device</b>	<b>Count</b>	<b>Price</b>	<b>Total</b>	<b>Notes</b>
Chromebook	40	\$259.00	\$10,360.00	
Chromebook Management Consol	40	\$24.00	\$960.00	Chromebook license management
<a href="#">Chromebook Cart</a>	2	\$1,333.79	\$2,667.58	Chromebook storage
<b>The Bridge</b>			<b>\$13,987.5</b>	

**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report #15-88**

**For Action**

Subject:

Resolution to Designate District's LESA Election Representative

Recommendation:

Rationale:

LESA has provided the Resolution to Designate the District's representative and alternate to the LESA electoral body. Further, it shall direct the representative or alternate to cast a vote on the first ballot for \_\_\_\_\_.

Facts/Statistics:

There were two candidates that filed for the LESA Board position: Incumbent Julie Hill and Nick Fiani.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To adopt the Resolution Designating the District's LESA Election Representative as presented.

Voice Vote:

- Ayes
- Nays

**RESOLUTION DESIGNATING DISTRICT'S LESA ELECTION REPRESENTATIVE**

Brighton Area Schools, Michigan (the "District")

A regular meeting of the board of education of , Michigan (the "Board"), was held in the BECC Board Room, 125 S. Church Street, Brighton MI 48116, in the District, on the 26 day of May, 2015, at o'clock in the 7PM.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. The biennial election of the Board of Livingston Educational Service Agency (LESA) will be held on Monday, June 1, 2015; and
2. The member(s) of the LESA Board will be elected by an electoral body composed of one (1) person designated by the Board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code [MCL 380.614(2)], this Board must now adopt a resolution which designates its representative to the electoral body and direct said representative to vote on behalf of this Board for the specific candidate(s) this Board supports for each position to be filled on the LESA Board, at least on the first ballot taken by the electoral body.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board does hereby approve the designation of Vice President Chesney as the representative of this Board for the electoral body, which body will elect one (1) candidate to the vacancy on the LESA Board on Monday, June 1, 2015 and Secretary Minert as an alternate representative in the event the designated representative is unable to attend.

2. The designated representative, or the alternate in the event of the absence of the designated representative, is further directed to cast a vote on the first ballot on behalf of this Board for\_\_\_\_\_.

3. The Secretary of this Board is hereby further directed to cause a certified copy of this resolution to be filed with the Secretary of the LESA Board at or prior to the election of the LESA Board on Monday, June 1, 2015.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Motion declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton Area Schools, Brighton, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 26, 2015, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education

**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report #15-89**

**For Action**

Subject:

2015 School Building and Site Bonds, Series III

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To adopt the resolution of the 2015 School Building and Site Bonds, Series III as presented.

Roll Call vote:

- Minert
- Stahl
- Trombley
- Conely
- Burchfield
- Krause
- Chesney



**H.J. Umbaugh & Associates**

6639 Centurion Drive  
Suite 100  
Lansing, MI 48917  
Phone: 517-321-0110  
FAX: 517-321-8866

DATE: April 27, 2015

TO: Christopher Iamarino, Thrun Law Firm

FROM: Jesse Nelson, H.J. Umbaugh & Associates

CC: Gregory Gray, Superintendent  
Maria Gisting, Assistant Superintendent of Finance  
Brighton Area Schools

SUBJECT: Not To Exceed \$4,665,000 of 2015 School Building and Site Bonds, Series III

Please prepare a bond authorizing resolution for adoption at the regular Board meeting on May 26, 2015. Please provide a copy to us as well.

Please include the following particulars in the resolution:

Bond Issue Amount: Not to Exceed \$4,665,000 of 2015 School Building and Site Bonds, Series III.

Purpose: To complete capital improvements to the school district.

Dated: To Be Determined.

First interest payment: May 1, 2016.

Term: No longer than 30 years.

Maturity: Annually on May 1<sup>st</sup>.

Treasury: District does have qualified status for 2014.  
Bonds are SBQLP qualified.

Bonds: Fully registered form. Book-entry-only.  
Serial or term bonds or combination.  
Bonds are callable in ten years at par.  
\$5,000 denominations. Municipal bond insurance as an option.  
Assumed to be non bank qualified.

Delegation: **Authorize the Superintendent or Assistant Superintendent of Finance to accept pricing and sign the BPA.**

Underwriter's Discount: Not to Exceed 1.00%

Maximum TIC: Not to Exceed 5.50%.

Continuing Disclosure: Agreement by District for annual disclosure sale.

Bond Purchase Agreement: By delegation.

School Bond Loan Program: Draft final qualification application is attached for you to include with this resolution.

Financial Advisor: H.J. Umbaugh & Associates, Certified Public Accountants, LLP.

Underwriter: Stifel Nicolaus.

Please let us know if you have any questions.

## Application for Final Qualification of Bonds for Participation in the Michigan School Bond Qualification and Loan Program

Issued under authority of Public Act 92 of 2005, as amended.

Legal Name of School District Brighton Area Schools	District Code Number 47010	Telephone Number (810) 299-4000	
Address 125 South Church Street	City Brighton	County Livingston	ZIP Code 48116-0000
Name of Person Responsible for Preparation of this Application Gregory Gray, Ph.D.		Title Superintendent	

### CERTIFICATION

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a

regular or  special meeting held on the 26 day of May, 2015,

and that the meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

Name of Secretary (Print or Type) Beth Minert	Signature of Secretary	Date
--	------------------------	------

### PARTICIPANTS

Secretary, Board of Education Beth Minert	Superintendent of Schools Gregory Gray, Ph.D.
Treasurer, Board of Education Ken Stahl	Architectural Firm SHW Group, LLC
Bond Counsel Thrun Law Firm, P.C.	Construction Manager George W. Auch, Inc.
Financial Advisor H.J. Umbaugh & Associates	Paying Agent TBD
Senior Underwriter Stifel Nicolaus, Inc.	

### SALE TYPE

Competitive Bid                       Negotiated Sale

### RESOLUTION

A meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Member \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

## BACKGROUND

1. Act 92 of the Public Acts of Michigan, 2005, as amended, ("Act 92") enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for the final qualification of bonds for participation in the School Bond Qualification and Loan Program.
2. This district has taken all necessary actions to comply with all legal and procedural requirements for final qualification of this bond issue.

## ACTION OF THE BOARD

1. The district hereby applies for final qualification of bonds by the State Treasurer for the purpose of:
  - Financing the school construction **and/or**
  - Refinancing existing debt as described in this application.
2. The bonds of the district qualified by the State Treasurer will conform to all the requirements of law pertaining generally to school bonds and specifically to school bonds qualified under Section 16, Article IX of the 1963 Michigan Constitution, Act 92, and Act 112, Public Acts of 1961, as amended.
3. Any moneys obtained through the sale of the qualified bonds of the district as herein proposed will be used only for the purpose of:
  - Financing the projects described in the application for preliminary qualification of bonds numbered SBL 47-010-4-K12-19-01 **/and/ or**
  - Refinancing existing qualified debt and for no other purpose unless such change of purpose is permitted by law and has the prior approval of the State Treasurer.
4. The district agrees to annually certify and levy its debt millage tax by filing an Annual Loan Activity Statement in accordance with the requirements of Act 92 and to determine the amounts, if any, to be borrowed from or repaid to the School Loan Revolving Fund ("SLRF"). The district agrees to deposit proceeds of debt millage upon receipt into an account established solely for debt service with the appointed banking institution as defined in Section 9. The district agrees to comply with the provisions of Act 92 governing the periodic recalculation of its millage, the adjustment of its millage levy when necessary, and the repayment of funds to the SLRF, where applicable.
5. The district agrees to enter into a loan agreement and file all necessary applications for qualified loans from the SLRF along with all supporting information for repayment to the SLRF within statutory application dates and in accordance with forms and procedures as prescribed by the State Treasurer. The (insert title of authorized school district official(s)) Superintendent are/is authorized and directed to execute and deliver the loan agreement and any other documents that may be required by the loan agreement on behalf of the district. The district covenants to comply with the terms of any applicable qualified loan agreement it is now or may be a party to, including the provisions related to its millage levy.
6. The district agrees to take actions and refrain from taking actions as necessary to maintain the tax-exempt status of tax-exempt debt issued by the State of Michigan or the Michigan Finance Authority for the purpose of financing the School Bond Loan Fund or the School Loan Revolving Fund as defined in P.A. 227 of 1985, as amended.
7. The district agrees that if these bonds are issued as tax exempt bonds, it will use the proceeds of these bonds only for the purposes that are allowed for tax exempt bonds and that none of such proceeds will be used for more than the first advance refunding of any original bond issued after 1985, nor more than the second advance refunding of any original bond issued before 1986, and the district further agrees that proceeds of bonds issued as Qualified Zone Academy Bonds, Qualified School Construction Bonds, Build America Bonds or Recovery Zone Economic Development Bonds[ will only be used for the purposes that are allowed for such bonds.
8. The district agrees to use any funds borrowed from the SLRF only for the payment of principal and interest on qualified bonds that is immediately payable to bondholders and not to fund escrow or sinking funds.

9. The district agrees to appoint a banking institution that performs paying agent services in general, and to execute a signed agreement that provides, at a minimum, the following procedures:
  - a. If the district has not established an irrevocable escrow account with a qualified escrow agent, the district agrees to submit debt service payments for its qualified bonds in immediately available funds to its banking institution no less than five business days prior to the debt service due date, and agrees not to withdraw, or cause a debit to be drawn against, such funds except to pay debt service.
  - b. The district agrees to use an existing or establish a new interest bearing, money market or investment account with the banking institution that performs paying agent services for the subject bonds, that allows the district to provide written investment instructions for the investment of collected funds on hand preceding the debt service due date.
  - c. The paying agent will implement notification procedures that provide that if sufficient funds for full payment of debt service do not reach the banking institution five business days prior to the debt service payment due date, the paying agent will notify the district of the amount of insufficient funds four business days prior to the debt service payment due date. In the event that the district does not immediately resolve the insufficient funds situation, the paying agent will notify the Michigan Department of Treasury of the delinquency three business days before the payment due date.
  - d. The district agrees to furnish written notification to the paying agent and the Department of Treasury of any bonds that have been refunded.
10. The district agrees to deposit all federal interest credits received with respect to its qualified bonds issued as direct credit type bonds into the debt retirement fund payable for such bonds.
11. The district requests that the State Treasurer increase its computed millage if at any time the full amount of any tax credit related to direct credit type bonds is not received or the amount of debt service on its qualified bonds increases for any reason and the current computed millage is not sufficient to repay all outstanding qualified loans by the final mandatory repayment date.
12. The district agrees that if Treasury determines that the district will not be able to make all or part of the debt service payment, Treasury will process an emergency loan from the SLRF. If the district incurs an emergency loan it shall be a legal debt of the district and the State Treasurer shall bill the school district for the amount paid and the school district shall remit the amount to the state.
13. The board directs the school district administration to report any failure to perform as a result of this application. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.
14. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this Final Application and submit same to the State Treasurer for his or her review and approval.

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

**BOND DETAIL**

1. PURPOSE: Specify the purpose of bond issue exactly as stated on the ballot and as it is to be cited in the Order Qualifying Bonds (or attach an official copy).

The Bonds are being issued for the purpose of erecting, furnishing and equipping additions to and remodeling, furnishing and refurbishing and equipping and re-equipping school buildings; acquiring and installing educational technology and equipment for school buildings; constructing, remodeling and improving athletic fields, athletic facilities, play fields and playgrounds; and preparing, developing and improving parking areas and sites.

2. ELECTION DATA:

- a. Date of election: 05/08/2012
- b. Attach a copy of the Certified Official Canvass of Election (if not already on file).

3. FINAL MATURITY SCHEDULE:

- a. Total amount of this issue ..... \$ 4,665,000
- b. Due date annually for principal payments: May 1st
- c. Due date semi-annually for interest payments: May 1st/Nov 1st
- d. Attach a copy of the bond amortization and millage impact schedules.

4. DEBT AMOUNTS:

- a. Amount of this bond issue ..... \$ 4,665,000
- b. Total amount of bonded debt prior to this issue ..... \$ 83,613,346
- c. Total amount of bonds being refunded ..... \$ 0
- d. Total amount of proposed and existing debt (4a + b - c) ..... \$ 88,278,346

5. PROPERTY VALUATION: Taxable valuation as of this date ..... \$ 2,036,929,925

6. CHANGES IN FINANCIAL STRUCTURE: Specify any changes in financial structure since Preliminary Qualification or original Order Qualifying Bonds was approved:

7. Bond Type(s) (Check all that apply):

- Fixed Rate
- Variable Rate
- Tax Exempt
- Taxable
- Qualified Zone Academy Bond

## Instructions for Form 3451, Application for Final Qualification of Bonds for Participation in the Michigan School Bond Qualification and Loan Program

### PREPARATION

The following options are available to complete the Final Application:

1. *Application for Final Qualification of Bonds*, Form 3451, available on the School Bond Loan Program Web site at [www.michigan.gov/sblf](http://www.michigan.gov/sblf).
2. Hard copies of Form 3451 may be obtained by contacting the School Bond Loan Program at (517) 335-0994.

### PROCESSING

The following instructions provide a brief recap of the general requirements for bond qualification required by the State Treasurer.

1. To receive qualification, a bond issue must conform to the provisions of Act No. 92, Public Acts of 2005, as amended. Further information on this act and other information pertaining to the qualification of bonds are contained in *Bulletin No. 3160, Michigan School Bond Qualification and Loan Program, Bond Qualification Process*. Copies of this bulletin may be obtained at [www.michigan.gov/sblf](http://www.michigan.gov/sblf).
2. Complete the application using the following instructions as well as any further clarifications that have been issued by the Department of Treasury. Attach to the application any additional statements and information that will help to explain any part of the application. Refer to the *Procedural* section on page 7 for a list of forms and attachments required for final qualification of bonds.
3. The district's professional consultants and/or administration should complete all information items contained on the official *Application for Final Qualification of Bonds* prior to considering the application at a public school board meeting.
4. The local board of education should conduct a careful final review of the information contained in the application and the requirements being agreed upon before voting on a resolution to apply for final qualification.
5. After approval, the board member attendance and voting record should be recorded and the board secretary should certify the application.
6. Send a completed original application packet to the school district's bond counsel for their review and submission to the Michigan Department of Treasury.
7. Refer questions regarding the completion of this application to the Department of Treasury, School Bond Qualification and Loan Program at (517) 335-0994. Submit the original application to:

U.S. P.S. Mail  
Michigan Department of Treasury  
School Bond Qualification and Loan Program  
Lansing, MI 48922

Express/Overnight Delivery  
Michigan Department of Treasury  
School Bond Qualification and Loan Program  
7285 Parsons Dr.  
Dimondale, MI 48821

Hand Delivery  
School Bond Qualification and Loan Program  
Richard H. Austin Building  
430 W. Allegan  
Lansing, MI 48922

8. Allow at least 10 business days from the time the application is delivered to the Department of Treasury for processing of routine final qualification requests. Allow additional processing time for special circumstances such as variable interest rate bonds, school building and site bonds that are being issued in series, a high volume of contemporaneously submitted applications and other unique circumstances.
9. If qualified bonds are not issued within 180 days after the approval date, the school district may reapply for qualification by filing an application and information necessary to update the contents of the original application.

## COMPLETION

Page 1: Application Number: Obtain from Department of Treasury. If unavailable, leave blank.

School District: Enter the legal name of the school district, the county in which the district is located for reporting purposes, and the mailing address of the Board of Education office.

Person Responsible for Preparation: Enter the administrator responsible for coordinating the preparation of the application. Ordinarily the superintendent of schools is the administrator; however, it may be another staff member.

Certificate: Check the appropriate box ("regular" or "special") to indicate the type of school board meeting held and strike out meeting type that does not apply. Enter date of meeting.

Participants: Enter names of required board members, superintendent, and the professional consultant firms participating in this qualified bond issue.

Signature of Secretary: Sign after resolution is passed by the Board of Education.

Sale Type: Indicate if bond sale will be competitive bid or negotiated sale.

Resolution: Enter in requested information.

Page 2: Type of Bond Issue: Check appropriate box for Sections (1) and (3).

Page 3: Board Member Vote: Enter board member names next to appropriate designation (Ayes/Nays).

Page 4: Purpose: Specify the purpose of the bond issue. For building and site bonds, the purpose should be stated exactly as on the ballot. For refunding bonds, the purpose should clearly describe the bonds being refunded.

Election Data: Self-explanatory.

Final Maturity Schedule: Complete summary information. Attach necessary tables to support financial information requirements. For a list of supporting documents, refer to the *Procedural* section on page 7.

Debt Amounts: Self-explanatory.

Property Valuation: Self-explanatory.

Any Changes: Document any significant changes in the financial structure that have occurred since preliminary qualification such as bond maturity amounts, interest rates, taxable valuation, bond term length, school bond loan borrowing, etc.

For refunding bonds, summarize the overall changes in maturity structure.

Bond Type(s): Check all that apply.

## **REQUIREMENTS FOR FINAL QUALIFICATION**

### **General**

1. Qualified bonds may be issued for a maximum period of 30 years.
2. Annual principal maturity date must be May 1. Semi-annual interest payment dates must be May 1 and November 1.
3. Debt amortization schedule must provide for repayment to the School Loan Revolving Fund within 72 months of final bond maturity and project no more than a 13 mills local debt service levy in any one-year.
4. The project costs are reasonable based on economic conditions applicable to the geographic area where the school district is located.
5. The need for the project is based on current and projected future enrollment.
6. The weighted average maturity of the qualified bond issue does not exceed 120% of the average reasonably expected useful life of the facilities.
7. If the bond issue requires an election, the issue must be given preliminary qualification prior to the official action of a local board of education calling for the election on the bond proposal.
8. For refunding bonds: Among other requirements provided for by State law, the net present value of the principal and interest to be paid on the refunding bonds, excluding the cost of issuance, must be less than the net present value of the principal and interest to be paid on the bonds being refunded.

### **Procedural**

1. Completion of an *Application for Final Qualification of Bonds*

To apply for final qualification of bonds, all information requested, except for attendance and resolution voting record, should be completed prior to the board resolution. After the board resolution has been passed, attendance and voting information should be completed, and the application certificate should be dated and signed by the Secretary of the Board of Education.

2. Submission of supporting documentation:
  - a. Cover letter from legal counsel indicating requested approval date and delivery date (if known)
  - b. Certificate of Determination of Election Results and vote count (for building and site bonds)
  - c. Updated financial table(s) for each bond issue indicating:
    - Debt service schedule showing rates, taxable value and growth assumptions
    - Estimated annual millage requirements
    - Estimated annual SLRF borrowing, repayment and balance for each applicable bond issue.
    - Weighted average maturity of the qualified bond issue does not exceed 120% of the expected useful life of the facilities.
  - d. Authorizing resolution and sales resolution (if available)
  - e. Preliminary Official Statement or Official Statement if available
3. Additional information for refunding bond issues:
  - a. Additional financial schedules that document net present value savings of the refunding bond issue
  - b. Draft verification report of mathematical accuracy of the refunding tables, prepared by an independent source.

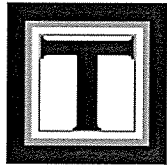
**QUALIFICATION FEE SCHEDULE**

Act No. 92 of the Public Acts of 2005, as amended (MCL 388.1936) provides that school districts whose bonds are qualified by the State Treasurer shall pay a fee for such qualification. The fee is based on the amount of the qualified bond issue. A \$4,000 base fee shall be charged on each qualified school bond issue plus an additional \$150 for each \$1 million increment in bond principal over \$5,000,000. The Department of Treasury will provide an invoice to the school district. Fees become due within 30 days of the sale of bonds that have received qualification.

**Michigan School Bond Loan Program  
Qualification Fee Schedule  
Effective January 1, 2011**

Amount of Issue		Fee	Amount of Issue		Fee		
\$0	-	\$5,999,999	\$5,000	\$54,000,000	-	\$54,999,999	\$14,800
\$6,000,000	-	\$6,999,999	\$5,200	\$55,000,000	-	\$55,999,999	\$15,000
\$7,000,000	-	\$7,999,999	\$5,400	\$56,000,000	-	\$56,999,999	\$15,200
\$8,000,000	-	\$8,999,999	\$5,600	\$57,000,000	-	\$57,999,999	\$15,400
\$9,000,000	-	\$9,999,999	\$5,800	\$58,000,000	-	\$58,999,999	\$15,600
\$10,000,000	-	\$10,999,999	\$6,000	\$59,000,000	-	\$59,999,999	\$15,800
\$11,000,000	-	\$11,999,999	\$6,200	\$60,000,000	-	\$60,999,999	\$16,000
\$12,000,000	-	\$12,999,999	\$6,400	\$61,000,000	-	\$61,999,999	\$16,200
\$13,000,000	-	\$13,999,999	\$6,600	\$62,000,000	-	\$62,999,999	\$16,400
\$14,000,000	-	\$14,999,999	\$6,800	\$63,000,000	-	\$63,999,999	\$16,600
\$15,000,000	-	\$15,999,999	\$7,000	\$64,000,000	-	\$64,999,999	\$16,800
\$16,000,000	-	\$16,999,999	\$7,200	\$65,000,000	-	\$65,999,999	\$17,000
\$17,000,000	-	\$17,999,999	\$7,400	\$66,000,000	-	\$66,999,999	\$17,200
\$18,000,000	-	\$18,999,999	\$7,600	\$67,000,000	-	\$67,999,999	\$17,400
\$19,000,000	-	\$19,999,999	\$7,800	\$68,000,000	-	\$68,999,999	\$17,600
\$20,000,000	-	\$20,999,999	\$8,000	\$69,000,000	-	\$69,999,999	\$17,800
\$21,000,000	-	\$21,999,999	\$8,200	\$70,000,000	-	\$70,999,999	\$18,000
\$22,000,000	-	\$22,999,999	\$8,400	\$71,000,000	-	\$71,999,999	\$18,200
\$23,000,000	-	\$23,999,999	\$8,600	\$72,000,000	-	\$72,999,999	\$18,400
\$24,000,000	-	\$24,999,999	\$8,800	\$73,000,000	-	\$73,999,999	\$18,600
\$25,000,000	-	\$25,999,999	\$9,000	\$74,000,000	-	\$74,999,999	\$18,800
\$26,000,000	-	\$26,999,999	\$9,200	\$75,000,000	-	\$75,999,999	\$19,000
\$27,000,000	-	\$27,999,999	\$9,400	\$76,000,000	-	\$76,999,999	\$19,200
\$28,000,000	-	\$28,999,999	\$9,600	\$77,000,000	-	\$77,999,999	\$19,400
\$29,000,000	-	\$29,999,999	\$9,800	\$78,000,000	-	\$78,999,999	\$19,600
\$30,000,000	-	\$30,999,999	\$10,000	\$79,000,000	-	\$79,999,999	\$19,800
\$31,000,000	-	\$31,999,999	\$10,200	\$80,000,000	-	\$80,999,999	\$20,000
\$32,000,000	-	\$32,999,999	\$10,400	\$81,000,000	-	\$81,999,999	\$20,200
\$33,000,000	-	\$33,999,999	\$10,600	\$82,000,000	-	\$82,999,999	\$20,400
\$34,000,000	-	\$34,999,999	\$10,800	\$83,000,000	-	\$83,999,999	\$20,600
\$35,000,000	-	\$35,999,999	\$11,000	\$84,000,000	-	\$84,999,999	\$20,800
\$36,000,000	-	\$36,999,999	\$11,200	\$85,000,000	-	\$85,999,999	\$21,000
\$37,000,000	-	\$37,999,999	\$11,400	\$86,000,000	-	\$86,999,999	\$21,200
\$38,000,000	-	\$38,999,999	\$11,600	\$87,000,000	-	\$87,999,999	\$21,400
\$39,000,000	-	\$39,999,999	\$11,800	\$88,000,000	-	\$88,999,999	\$21,600
\$40,000,000	-	\$40,999,999	\$12,000	\$89,000,000	-	\$89,999,999	\$21,800
\$41,000,000	-	\$41,999,999	\$12,200	\$90,000,000	-	\$90,999,999	\$22,000
\$42,000,000	-	\$42,999,999	\$12,400	\$91,000,000	-	\$91,999,999	\$22,200
\$43,000,000	-	\$43,999,999	\$12,600	\$92,000,000	-	\$92,999,999	\$22,400
\$44,000,000	-	\$44,999,999	\$12,800	\$93,000,000	-	\$93,999,999	\$22,600
\$45,000,000	-	\$45,999,999	\$13,000	\$94,000,000	-	\$94,999,999	\$22,800
\$46,000,000	-	\$46,999,999	\$13,200	\$95,000,000	-	\$95,999,999	\$23,000
\$47,000,000	-	\$47,999,999	\$13,400	\$96,000,000	-	\$96,999,999	\$23,200
\$48,000,000	-	\$48,999,999	\$13,600	\$97,000,000	-	\$97,999,999	\$23,400
\$49,000,000	-	\$49,999,999	\$13,800	\$98,000,000	-	\$98,999,999	\$23,600
\$50,000,000	-	\$50,999,999	\$14,000	\$99,000,000	-	\$99,999,999	\$23,800
\$51,000,000	-	\$51,999,999	\$14,200	\$100,000,000	-	\$100,999,999	\$24,000
\$52,000,000	-	\$52,999,999	\$14,400				
\$53,000,000	-	\$53,999,999	\$14,600				

A qualification fee shall be paid within 30 days after money obtained through the sale of qualified bonds has been received by the school district. Authority: Act 92 of 2005



# THRUN LAW FIRM, P.C.

U.S. MAIL ADDRESS:  
P.O. BOX 2575  
EAST LANSING, MI 48826-2575  
PHONE: (517) 484-8000  
FAX: (517) 484-0041  
FAX: (517) 484-0081

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2900 WEST ROAD, SUITE 400  
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JEFFREY J. SOLES

ROY H. HENLEY  
ROBERT G. HUBER  
MICHAEL D. GRESENS  
CHRISTOPHER J. IAMARINO  
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MATTHEW F. HISER  
KARI S. COSTANZA  
ROBERT A. DIETZEL  
ERIC D. DELAPORTE

DAVID M. REVORE  
JENNIFER K. JOHNSTON  
RYAN J. NICHOLSON  
BRANDON C. WALKER  
FREDRIC G. HEIDEMANN  
DANIEL R. MARTIN

KATHERINE WOLF BROADDUS  
TIMOTHY T. GARDNER, JR.  
JESSICA A. WALKER

KEVIN S. HARTY (OF COUNSEL)  
ROBERT J. ROBINSON (OF COUNSEL)

CHRISTOPHER J. IAMARINO  
(517) 374-8862  
ciamarino@thrunlaw.com

May 11, 2015

Dr. Gregory B. Gray  
Superintendent of Schools  
Brighton Area Schools  
125 South Church Street  
Brighton, Michigan 48116-2403

Re: 2015 School Building and Site Bonds, Series III

Dear Dr. Gray:

Enclosed are the following:

1. Four copies of the bond authorizing resolution to be adopted by your board at its meeting relative to the details of the issue and sale of the bonds. Please fill in all blanks and have the Secretary sign and certify the resolutions. **Do not complete or sign the exhibits attached to the resolutions.** Retain one copy of the resolution with the board's minutes, and return three completed and fully executed copies to this office.

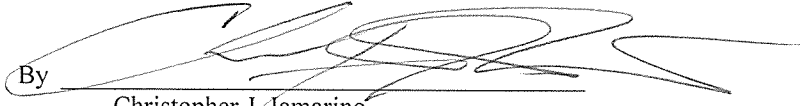
Make certain that the enclosed resolution is adopted at a legal meeting of your board; preferably, a meeting at which all members are present. In addition, public notice of a special board meeting or a rescheduled regular board meeting must be posted more than 18 hours prior to that meeting **and** posted on the home page of the district's website. If the resolution is adopted at a special or rescheduled regular meeting, please furnish me with: a) a signed copy of the written call for the special or rescheduled regular meeting; b) an affidavit as to method of service used; c) a copy of the public notice as posted; d) an affidavit regarding the physical posting of the public notice; and e) an affidavit regarding posting of the public notice on the district's website home page. The website home page posting requirement, which became effective on December 28, 2012, is relatively new.

2. A signature sheet which both the President and Secretary of your board must sign at least five times under their respective office title. Please return this to our office.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

THRUN LAW FIRM, P.C.

By   
Christopher J. Iamarino

CJI/clb

Enclosures

cc: H.J. Umbaugh & Associates, Certified Public Accountants, LLP (via e-mail)  
Stifel, Nicolaus & Company, Incorporated (via e-mail)

**BRIGHTON AREA SCHOOLS  
COUNTY OF LIVINGSTON  
STATE OF MICHIGAN**

The President and Secretary of the Board of Education should sign their names at least five times in black ink in the space below, **without overlapping signatures**. These signatures are required for printing facsimile signatures on the bonds, if needed.

**PRESIDENT'S SIGNATURE**

**SECRETARY'S SIGNATURE**

**ALSO**, please type in the names of the President, Secretary and Treasurer (as they sign legal documents) on the lines as indicated below:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

(Please notify our office if the names of the officers should change during this issue.)

**BRIGHTON AREA SCHOOLS  
RESOLUTION AUTHORIZING ISSUANCE OF BONDS,  
DELEGATION OF THE SALE  
AND OTHER MATTERS RELATING THERETO**

Brighton Area Schools, Livingston County, Michigan (the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held in the Board Room at BECC, within the boundaries of the Issuer, on the 26th day of May, 2015, at 7:00 o'clock in the p.m.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. On May 8, 2012, the qualified electors of the Issuer voted in favor of bonding the Issuer for the sum of not to exceed Eighty-Eight Million Four Hundred Fifty-Five Thousand Dollars (\$88,455,000), the proceeds to be used for the purpose of erecting, furnishing and equipping additions to and remodeling, furnishing and refurnishing and equipping and re-equipping school buildings; acquiring and installing educational technology and equipment for school buildings; constructing, remodeling and improving athletic fields, athletic facilities, play fields and playgrounds; and preparing, developing and improving parking areas and sites (the "Project"); and

2. It has been determined by the Board of the Issuer that there be issued at this time a third and final series of bonds in an aggregate principal amount not to exceed Four Million Six Hundred Sixty-Five Thousand Dollars (\$4,665,000) (the "Bonds") which if issued shall exhaust the bonding authority of the Issuer approved by the qualified electors of the Issuer on May 8, 2012; and

3. The Board has received a proposal from Stifel, Nicolaus & Company, Incorporated, Okemos, Michigan, to act as underwriter for the Bonds (the "Underwriter"); and

4. Prior to the issuance of Bonds, the Issuer achieved qualified status from the Michigan Department of Treasury (the "Department") pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The third and final series of Bonds of the Issuer aggregating the principal sum of not to exceed Four Million Six Hundred Sixty-Five Thousand Dollars (\$4,665,000) be issued for the purpose of funding a portion of the Project. The Bonds shall be designated 2015 School Building and Site Bonds, Series III.

2. The Bonds shall be dated the date of delivery, or such other date as established at the time of sale; shall be fully registered bonds as to principal and interest; shall be numbered consecutively in the direct order of maturity from 1 upwards; and shall bear interest at a rate or rates to be hereafter determined not exceeding the maximum rate permitted by law.

3. The Bonds may consist of serial or term Bonds or any combination thereof which may be issued in one or more series, all of which shall be determined upon sale of the Bonds. The Bonds shall be in denominations of \$5,000 or any whole multiple thereof and shall mature on May 1 in each year, in the final principal amounts determined upon sale with interest thereon payable on May 1, 2016, or such other date as may be established at the time of sale, and semiannually thereafter on November 1 and May 1 in each year.

4. The Bonds shall otherwise be subject to redemption at the times, in the amounts, manner and at the prices as determined upon sale of the Bonds.

5. The Bonds and the interest thereon shall be payable in lawful money of the United States of America at or by a bank or trust company to be designated by the superintendent of the Issuer (the "Superintendent") at the time of sale (herein called the "Paying Agent"), which shall act as the paying agent and bond registrar or such successor paying agent-bond registrar as may be approved by the Issuer, on each semiannual interest payment date and the date of each principal maturity.

6. Book Entry. At the request of the Underwriter, the ownership of one fully registered bond for each maturity in the aggregate principal amount of such maturity shall be registered in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC"). So long as the Bonds are in the book entry form only, the Paying Agent shall comply with the terms of the Blanket Issuer Letter of Representations to be entered into between the Issuer and DTC, which provisions shall govern registration, notices and payment, among other things, and which provisions are incorporated herein with the same effect as if fully set forth herein. The Superintendent is hereby authorized and directed to enter into the Blanket Issuer Letter of Representations with DTC in such form as determined by the Superintendent, in consultation with bond counsel, to be necessary and appropriate. In the event the Issuer determines that the continuation of the system of book entry only transfer through DTC (or a successor securities depository) is not in the best interest of the DTC participants, beneficial owners of the Bonds, or the Issuer, the Issuer will notify the Paying Agent, whereupon the Paying Agent will notify DTC of the availability through DTC of the bond certificates. In such event, the Issuer shall issue and the Paying Agent shall transfer and exchange Bonds as requested by DTC of like principal amount, series and maturity, in authorized denominations to the identifiable beneficial owners in replacement of the beneficial interest of such beneficial owners in the Bonds, as provided herein.

So long as the book-entry-only system remains in effect, in the event of a partial redemption the Paying Agent will give notice to Cede & Co., as nominee of DTC, only, and only Cede & Co. will be deemed to be a holder of the Bonds. DTC is expected to reduce the credit balances of the applicable DTC Participants in respect of the Bonds and in turn the DTC Participants are expected to select those Beneficial Owners whose ownership interests are to be extinguished or reduced by such partial redemptions, each by such method as DTC or such DTC Participants, as the case may be, deems fair and appropriate in its sole discretion.

7. In the event the Bonds are no longer in book entry form only, the following provisions would apply to the Bonds:

The Paying Agent shall keep or cause to be kept, at its principal office, sufficient books for the registration and transfer of the Bonds, which shall at all times during normal business hours be open to inspection by the Issuer; and, upon presentation and surrender for such purpose, the Paying Agent shall, under such reasonable regulations as it may prescribe, transfer or cause to be transferred on said books, Bonds as herein provided.

Any Bond may be transferred upon the books required to be kept pursuant to this section by the person in whose name it is registered, in person or by a duly authorized agent, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Paying Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the Issuer shall furnish or cause to be furnished a sufficient number of manual or facsimile executed Bonds and the Paying Agent shall authenticate and deliver a new Bond or Bonds for like aggregate principal amount. The Paying Agent shall require the payment of any tax or other governmental charge required to be paid with respect to the transfer to be made by the bondholder requesting the transfer.

8. If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

9. The President and Secretary are hereby authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Paying Agent, the Treasurer is hereby authorized and directed to cause said Bonds to be delivered to the Underwriter upon receipt of the purchase price and accrued interest, if any.

Blank bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, upon issuance and delivery and from time to time thereafter as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

10. There is hereby created a separate depository account to be kept with a bank located in the State of Michigan and insured by the Federal Deposit Insurance Corporation, previously approved as an authorized depository of funds of the Issuer, to be designated 2015 SCHOOL BOND DEBT RETIREMENT FUND (hereinafter referred to as the "DEBT

RETIREMENT FUND"), all proceeds from taxes levied for the fund to be used for the purpose of paying the principal and interest on the Bonds authorized herein as they mature or are redeemed. Upon receipt of the Bond proceeds from the sale of the Bonds, the accrued interest, if any, shall be deposited in the DEBT RETIREMENT FUND. DEBT RETIREMENT FUND moneys may be invested as authorized by law.

Commencing with the 2015 tax levy, there shall be levied upon the tax rolls of the Issuer in each year for the purpose of the DEBT RETIREMENT FUND a sum not less than the amount estimated to be sufficient to pay the principal and interest on the Bonds as such principal and interest fall due, the probable delinquency in collections and funds on hand being taken into consideration in arriving at the estimate. When funds are borrowed from the School Loan Revolving Fund, such funds may be taken into consideration in arriving at the estimated required tax levy. Taxes required to be levied to meet the principal and interest obligations may be without limitation as to rate or amount, as provided by Article IX, Section 6, and Article IX, Section 16 of the Michigan Constitution of 1963.

11. From the proceeds of the Bonds there shall be set aside a sum sufficient to pay the costs of issuance of the Bonds in a fund designated 2015 BOND ISSUANCE FUND. Moneys in the 2015 BOND ISSUANCE FUND shall be used solely to pay expenses of issuance of the Bonds. Any amounts remaining in the 2015 BOND ISSUANCE FUND after payment of issuance expenses shall be transferred to the 2015 CAPITAL PROJECTS FUND.

12. The Bonds shall be in substantially the form attached hereto as Exhibit A.

13. Stifel, Nicolaus & Company, Incorporated, Okemos, Michigan, is hereby named as senior managing underwriter and further, that the Superintendent or designee is authorized to negotiate and execute a Bond Purchase Agreement with the Underwriter, subject to the requirements of paragraph 16 below. Based upon information provided by the Issuer's financial consulting firm and the Underwriter, a negotiated sale allows flexibility in the timing, sale and structure of the Bonds in response to changing market conditions.

14. The Superintendent is authorized to approve circulation of a Preliminary Official Statement describing the Bonds.

15. The Superintendent, or designee if permitted by law, is hereby authorized to:

- A. File with the Department an application for approval to issue the Bonds, if required, and to pay any applicable fee therefor and, further, within fifteen (15) business days after issuance of the Bonds, file any and all documentation required subsequent to the issuance of the Bonds, together with any statutorily required fee.
- B. If deemed advisable by the Issuer's financial consultant, request a waiver of the maturity limitations as set forth in the Application for Waiver.
- C. Make application for municipal bond insurance if, upon advice of the financial consulting firm of the Issuer, the purchase of municipal bond insurance will be cost effective. The premium for such bond insurance shall be paid by the Issuer from Bond proceeds.

- D. Execute and deliver the Continuing Disclosure Agreement (the "Agreement") in substantially the same form as set forth in Exhibit B attached hereto, or with such changes therein as the individual executing the Agreement on behalf of the Issuer shall approve, his/her execution thereof to constitute conclusive evidence of his/her approval of such changes. When the Agreement is executed and delivered on behalf of the Issuer as herein provided, the Agreement will be binding on the Issuer and the officers, employees and agents of the Issuer, and the officers, employees and agents of the Issuer are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Agreement as executed, and the Agreement shall constitute, and hereby is made, a part of this resolution, and copies of the Agreement shall be placed in the official records of the Issuer, and shall be available for public inspection at the office of the Issuer. Notwithstanding any other provision of this resolution, the sole remedies for failure to comply with the Agreement shall be the ability of any Bondholder or beneficial owner to take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the Issuer to comply with its obligations under the Agreement.

16. The Superintendent's authorization to accept and execute a Bond Purchase Agreement with the Underwriter is subject to the following parameters:

- A. the Underwriter spread shall not exceed \$10.00 per \$1,000 (1%);
- B. the average true interest rate on the Bonds shall not exceed 5.5%;
- C. the maximum duration of the Bonds shall not exceed thirty (30) years; and
- D. the receipt of express written recommendation of the Issuer's financial consulting firm identified below to accept the terms of the Bond Purchase Agreement.

17. The Superintendent is further authorized and directed to (i) execute any and all other necessary documents required to complete the approval and sale of the Bonds to the Underwriter in accordance with the terms of the Bond Purchase Agreement; (ii) appoint a paying agent for the Bonds; (iii) select a bond insurer, accept a commitment therefore and authorize payment of a bond insurance premium to insure any or all of the Bonds if recommended in writing by the Financial Advisor; (iv) deem the Preliminary Official Statement for the Bonds final for purposes of SEC Rule 15c2-12(b)(1); and (v) execute and deliver the final Official Statement on behalf of the Issuer.

18. The Superintendent is authorized to file with the Department of Treasury or other authorized state agency the Final Qualification Application for the Bonds approved by this Board and in substantially the form attached hereto as Exhibit C with such changes as the Superintendent shall deem necessary to conform with the final sale of the Bonds pursuant to the parameters set forth herein.

Superintendent shall deem necessary to conform with the final sale of the Bonds pursuant to the parameters set forth herein.

19. The President or Vice President, the Secretary, the Treasurer, the Superintendent and/or all other officers, agents and representatives of the Issuer and each of them shall execute, issue and deliver any certificates, statements, warranties, representations, or documents necessary to effect the purposes of this resolution, the Bonds or the Bond Purchase Agreement.

20. The officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate the sale and delivery of the Bonds.

21. Thrun Law Firm, P.C., is hereby appointed as bond counsel for the Issuer with reference to the issuance of the Bonds authorized by this resolution. Further, Thrun Law Firm, P.C., has informed this Board that it represents no other party in the issuance of the Bonds.

22. The financial consulting firm of H.J. Umbaugh & Associates, Certified Public Accountants, LLP, is hereby appointed as financial consultants to the Issuer with reference to the issuance of the Bonds herein authorized.

23. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended, necessary to maintain the exclusion of interest on the Bonds from gross income.

24. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

---

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton Area Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 26, 2015, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

---

Secretary, Board of Education

CJI/clb

EXHIBIT A

[No.]

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF LIVINGSTON  
BRIGHTON AREA SCHOOLS  
2015 SCHOOL BUILDING AND SITE BOND, SERIES III  
(GENERAL OBLIGATION - UNLIMITED TAX)

Rate                      Maturity Date                      Date of Original Issue                      CUSIP No.

REGISTERED OWNER:  
PRINCIPAL AMOUNT:

BRIGHTON AREA SCHOOLS, COUNTY OF LIVINGSTON, STATE OF MICHIGAN (the "Issuer"), promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above in lawful money of the United States of America on the Maturity Date specified above, with interest thereon, from the Date of Original Issue until paid at the Rate specified above on the basis of a 360-day year, 30-day month, payable on \_\_\_\_\_, 20\_\_, and semiannually thereafter on the first day of \_\_\_\_ and \_\_\_\_ of each year (the "Bond" or "Bonds"). Principal on this Bond is payable at the corporate trust office of \_\_\_\_\_, MICHIGAN (the "Paying Agent"), upon presentation and surrender hereof. Interest is payable by check or draft mailed to the Registered Owner at the registered address shown on the registration books of the Issuer kept by the Paying Agent as of the close of business on the 15th day of the month preceding any interest payment date. The Issuer may hereafter designate a successor paying agent/bond registrar by notice mailed to the Registered Owner not less than sixty (60) days prior to any interest payment date.

The Bonds, of which this is one, are the third and final series of bonds to be issued from a total aggregate amount of not to exceed \$88,455,000 authorized by the electors of the Issuer. The Bonds are of like date and tenor, except as to denomination, rate of interest and date of maturity, aggregating the principal amount of \$\_\_\_\_\_. The Bonds are issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended; Act 34, Public Acts of Michigan, 2001, as amended; a majority vote of the qualified electors of the Issuer voting thereon at an election duly called and held on May 8, 2012; and resolutions duly adopted by the Board of Education of the Issuer on May 26, 2015 and \_\_\_\_\_, 2015, for the purpose of authorizing issuance of the Bonds by the Issuer.

The series of Bonds of which this is one is issued for the purpose of erecting, furnishing and equipping additions to and remodeling, furnishing and refurbishing and equipping and re-equipping school buildings; acquiring and installing educational technology and equipment for school buildings; constructing, remodeling and improving athletic fields, athletic facilities, play fields and playgrounds; and preparing, developing and improving parking areas and sites.

The Issuer has pledged its full faith, credit and resources for the payment of the principal and interest on the Bonds. The Bonds of this issue are payable from ad valorem taxes, which may be levied without limitation as to rate or amount as provided by Article IX, Section 6 and Article IX, Section 16 of the Michigan Constitution of 1963.

MANDATORY REDEMPTION

The Bonds maturing on May 1, \_\_\_\_\_, are term Bonds subject to mandatory redemption, in part, by lot, on the redemption dates and in the principal amounts set forth below and at a redemption price equal to the principal amount thereof, without premium, together with accrued interest thereon to the date fixed for redemption. When term Bonds are purchased by the Issuer and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term Bonds affected shall be reduced by the principal amount of the Bonds so redeemed or purchased in the order determined by the Issuer.

<u>Redemption Dates</u>	<u>Principal Amounts</u>
May 1, _____	\$
May 1, _____	
May 1, _____	
May 1, _____ (maturity)	

OPTIONAL REDEMPTION

The Bonds or portions of Bonds maturing on or after May 1, 2026, are subject to redemption prior to maturity at the option of the Issuer in multiples of \$5,000 in such order as the Issuer may determine, by lot within any maturity, on any date occurring on or after May 1, 2025, at par and accrued interest to the date fixed for redemption.

Notice of redemption of any Bond shall be given not less than thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption by mail to the Registered Owner at the registered address shown on the registration books kept by the Paying Agent. Bonds shall be called for redemption in multiples of \$5,000 and Bonds of denominations of more than \$5,000 shall be treated as representing the number of Bonds obtained by dividing the denomination of the Bond by \$5,000 and such Bonds may be redeemed in part. The notice of redemption for Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed a new Bond or Bonds in an aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. No further interest payment on the Bonds or portions of Bonds called for redemption shall accrue after the date fixed for redemption, whether presented for redemption, provided funds are on hand with the Paying Agent to redeem the same.

If less than all of the Bonds of any maturity shall be called for redemption prior to maturity, unless otherwise provided, the particular Bonds or portions of Bonds to be redeemed shall be selected by the Paying Agent, in such manner as the Paying Agent in its discretion may deem proper, in the principal amounts designated by the Issuer. Upon presentation and surrender

of such Bonds at the corporate trust office of the Paying Agent, such Bonds shall be paid and redeemed.

This Bond is registered as to principal and interest and is transferable as provided in the resolutions authorizing the Bonds only upon the books of the Issuer kept for that purpose by the Paying Agent, by the Registered Owner hereof in person or by an agent of the Registered Owner duly authorized in writing, upon the surrender of this Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the Registered Owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolutions authorizing the Bonds, and upon payment of the charges, if any, therein provided. The Bonds are issuable in denominations of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

It is hereby certified and recited that all acts, conditions and things required to be done, to happen, and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed in due time, form and manner, as required by law.

This Bond shall not be deemed a valid and binding obligation of the Issuer in the absence of authentication by manual execution hereof by the authorized signatory of the Paying Agent.

**IN WITNESS WHEREOF**, Brighton Area Schools, County of Livingston, State of Michigan, by its Board of Education, has caused this Bond to be signed in the name of the Issuer by the manual or facsimile signature of its President and countersigned by the manual or facsimile signature of its Secretary as of \_\_\_\_\_, 2015, and to be manually signed by the authorized signatory of the Paying Agent as of the date set forth below.

BRIGHTON AREA SCHOOLS  
COUNTY OF LIVINGSTON  
STATE OF MICHIGAN

Countersigned

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
President

CERTIFICATE OF AUTHENTICATION

Dated:

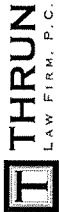
This Bond is one of the Bonds described herein.

(Name of Bank)

(City, State)

PAYING AGENT

By \_\_\_\_\_  
Authorized Signatory



-----  
ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_  
\_\_\_\_\_ the within Bond and does hereby irrevocably  
constitute and appoint \_\_\_\_\_ attorney to transfer  
the Bond on the books kept for registration of the within Bond, with full power of substitution in  
the premises.

Dated: \_\_\_\_\_

NOTICE: The assignor's signature to this assignment  
must correspond with the name as it appears upon the  
face of the within Bond in every particular without  
alteration or any change whatever.

Signature Guaranteed:

\_\_\_\_\_  
Signature(s) must be guaranteed by an eligible guarantor institution participating in a  
Securities Transfer Association recognized signature guarantee program.

The Paying Agent will not effect transfer of this Bond unless the information concerning  
the transferee requested below is provided.

Name and Address: \_\_\_\_\_  
\_\_\_\_\_

(Include information for all joint owners if the Bond is held by  
joint account.)

PLEASE INSERT SOCIAL SECURITY NUMBER OR  
OTHER IDENTIFYING NUMBER OF ASSIGNEE

(if held by joint account, insert number  
for first named transferee)

**EXHIBIT B**

**FORM OF  
CONTINUING DISCLOSURE AGREEMENT**

§ \_\_\_\_\_  
**BRIGHTON AREA SCHOOLS  
COUNTY OF LIVINGSTON  
STATE OF MICHIGAN  
2015 SCHOOL BUILDING AND SITE BONDS, SERIES III  
(GENERAL OBLIGATION - UNLIMITED TAX)**

This Continuing Disclosure Agreement (the "Agreement") is executed and delivered by Brighton Area Schools, County of Livingston, State of Michigan (the "Issuer"), in connection with the issuance of \$\_\_\_\_\_ 2015 School Building and Site Bonds, Series III (General Obligation - Unlimited Tax) (the "Bonds"). The Bonds are being issued pursuant to resolutions adopted by the Board of Education of the Issuer on May 26, 2015 and \_\_\_\_\_, 2015 (together, the "Resolution"). The Issuer covenants and agrees as follows:

SECTION 1. Purpose of the Disclosure Agreement. This Agreement is being executed and delivered by the Issuer for the benefit of the Bondholders and in order to assist the Participating Underwriters in complying with the Rule. The Issuer acknowledges that this Agreement does not address the scope of any application of Rule 10b-5 promulgated by the SEC pursuant to the 1934 Act to the Annual Reports or notices of the Listed Events provided or required to be provided by the Issuer pursuant to this Agreement.

SECTION 2. Definitions. In addition to the definitions set forth in the Resolution, which apply to any capitalized term used in this Agreement unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

"Annual Report" shall mean any Annual Report provided by the Issuer pursuant to, and as described in, Sections 3 and 4 of this Agreement.

"Bondholder" means the registered owner of a Bond or any person which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bonds (including any person holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of any Bond for federal income tax purposes.

"Dissemination Agent" means any agent designated as such in writing by the Issuer and which has filed with the Issuer a written acceptance of such designation, and such agent's successors and assigns.

"EMMA" shall mean the MSRB's Electronic Municipal Market Access which provides continuing disclosure services for the receipt and public availability of continuing disclosure documents and related information required by Rule 15c2-12 promulgated by the SEC.

"Listed Events" shall mean any of the events listed in Section 5(a) of this Agreement.

"MSRB" shall mean the Municipal Securities Rulemaking Board.

"1934 Act" shall mean the Securities Exchange Act of 1934, as amended.

"Official Statement" shall mean the final Official Statement for the Bonds dated \_\_\_\_\_, 2015.

"Participating Underwriter" shall mean any of the original underwriters of the Bonds required to comply with the Rule in connection with the offering of the Bonds.

"Resolution" shall mean the resolutions duly adopted by the Issuer authorizing the issuance, sale and delivery of the Bonds.

"Rule" shall mean Rule 15c2-12 promulgated by the SEC pursuant to the 1934 Act, as the same may be amended from time to time.

"SEC" shall mean the Securities and Exchange Commission.

"State" shall mean the State of Michigan.

"State Repository" shall mean any public or private repository or entity designated by the State as a state repository for the purpose of the Rule and recognized as such by the SEC. Currently, the following is the State Repository:

Municipal Advisory Council of Michigan  
Buhl Building  
535 Griswold, Suite 1850  
Detroit, Michigan 48226  
Tel: (313) 963-0420  
Fax: (313) 963-0943  
E-Mail: mac@macmi.com

### SECTION 3. Provision of Annual Reports.

(a) Each year, the Issuer shall provide, or shall cause the Dissemination Agent to provide, on or prior to the 180th day after the end of the fiscal year of the Issuer commencing with the fiscal year ending June 30, 2015, to EMMA and the State Repository an Annual Report for the preceding fiscal year which is consistent with the requirements of Section 4 of this Agreement. Currently, the Issuer's fiscal year ends on June 30. In each case, the Annual Report may be submitted as a single document or as separate documents comprising a package, and may include by specific reference other information as provided in Section 4 of this Agreement; provided, however, that if the audited financial statements of the Issuer are not available by the deadline for filing the Annual Report, they shall be provided when and if available, and unaudited financial statements in a format similar to the financial statements contained in the Official Statement shall be included in the Annual Report.

(b) The Annual Report shall be submitted to EMMA either through a web-based electronic submission interface or through electronic computer-to-computer data connections with EMMA in accordance with the submission process, document format and configuration requirements established by the MSRB. The Annual Report shall also include all related information required by MSRB to accurately identify: (i) the category of information being provided; (ii) the period covered by the Annual Report; (iii) the issues or specific securities to which the Annual Report is related (including CUSIP number, Issuer name, state, issue description/securities name, dated date, maturity date, and/or coupon rate); (iv) the name of any obligated person other than the Issuer; (v) the name and date of the document; and (vi) contact information for the Dissemination Agent or the Issuer's submitter.

(c) If the Issuer is unable to provide to EMMA an Annual Report by the date required in subsection (a), the Issuer shall send a notice in a timely manner to the MSRB and to the State Repository in substantially the form attached as Appendix A.

(d) If the Issuer's fiscal year changes, the Issuer shall send a notice of such change to the MSRB and to the State Repository in substantially the form attached as Appendix B. If such change will result in the Issuer's fiscal year ending on a date later than the ending date prior to such change, the Issuer shall provide notice of such change to the MSRB and to the State Repository on or prior to the deadline for filing the Annual Report in effect when the Issuer operated under its prior fiscal year. Such notice may be provided to the MSRB and to the State Repository along with the Annual Report, provided that it is filed at or prior to the deadline described above.

SECTION 4. Content of Annual Reports. The Issuer's Annual Report shall contain or include by reference the following:

(a) audited financial statements of the Issuer prepared pursuant to State laws, administrative rules and guidelines and pursuant to accounting and reporting policies conforming in all material respects to generally accepted accounting principles as applicable to governmental units as such principles are prescribed, in part, by the Financial Accounting Standards Board and modified by the Government Accounting Standards Board and in effect from time to time; and

(b) additional annual financial information and operating data as set forth in the Official Statement under "CONTINUING DISCLOSURE".

Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the Issuer or related public entities, which previously have been provided to each of the Repositories or filed with the SEC. If the document included by specific reference is a final official statement, it must be available from the MSRB. The Issuer shall clearly identify each such other document so included by reference.

SECTION 5. Reporting of Significant Events.

(a) The Issuer covenants to provide, or cause to be provided, notice in a timely manner not in excess of ten business days of the occurrence of any of the following events with respect to the Bonds in accordance with the Rule:

(1) principal and interest payment delinquencies;

- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) modifications to rights of security holders, if material;
- (8) bond calls, if material, and tender offers;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the securities, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the obligated person;
- (13) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material.

(b) Whenever the Issuer obtains knowledge of the occurrence of a Listed Event, the Issuer shall as soon as possible determine if such event would constitute material information for the Bondholders, provided, that any event other than those listed under Section 5(a)(1), (3), (4), (5), (9), (11) (only with respect to any change in any rating on the Bonds) or (12) above will always be deemed to be material. Events listed under Section 5(a)(6) and (8) above will always be deemed to be material except with respect to that portion of those events which must be determined to be material.

(c) The Issuer shall promptly cause a notice of the occurrence of a Listed Event, determined to be material in accordance with the Rule, to be electronically filed with EMMA and with the State Repository together with a significant event notice cover sheet substantially in the form attached as Appendix C. In connection with providing a notice of the occurrence of a Listed Event described in Section 5(a)(9) above, the Issuer shall include in the notice explicit disclosure as to whether the Bonds have been escrowed to maturity or escrowed to call, as well as appropriate disclosure of the timing of maturity or call.

(d) The Issuer acknowledges that the "rating changes" referred to above in Section 5(a)(11) of this Agreement may include, without limitation, any change in any rating on the Bonds or other indebtedness for which the Issuer is liable, or on any indebtedness for which the State is liable.

(e) The Issuer acknowledges that it is not required to provide a notice of a Listed Event with respect to credit enhancement when the credit enhancement is added after the primary offering of the Bonds, the Issuer does not apply for or participate in obtaining such credit enhancement, and such credit enhancement is not described in the Official Statement.

#### SECTION 6. Termination of Reporting Obligation.

(a) The Issuer's obligations under this Agreement shall terminate upon the legal defeasance of the Resolution or the prior redemption or payment in full of all of the Bonds.

(b) This Agreement, or any provision hereof, shall be null and void in the event that the Issuer (i) receives an opinion of nationally recognized bond counsel, addressed to the Issuer, to the effect that those portions of the Rule, which require such provisions of this Agreement, do not or no longer apply to the Bonds, whether because such portions of the Rule are invalid, have been repealed, amended or modified, or are otherwise deemed to be inapplicable to the Bonds, as shall be specified in such opinion, and (ii) delivers notice to such effect to the MSRB, and to the State Repository, if any.

SECTION 7. Dissemination Agent. The Issuer, from time to time, may appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Agreement, and may discharge any such Dissemination Agent, with or without appointing a successor Dissemination Agent.

SECTION 8. Amendment. Notwithstanding any other provision of this Agreement, this Agreement may be amended, and any provision of this Agreement may be waived to the effect that:

(a) such amendment or waiver is made in connection with a change in circumstances that arises from a change in legal requirements, a change in law or a change in the identity, nature or status of the Issuer, or the types of business in which the Issuer is engaged;

(b) this Agreement as so amended or taking into account such waiver, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances, in the opinion of independent legal counsel; and

(c) such amendment or waiver does not materially impair the interests of the Bondholders, in the opinion of independent legal counsel.

If the amendment or waiver results in a change to the annual financial information required to be included in the Annual Report pursuant to Section 4 of this Agreement, the first Annual Report that contains the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of such change in the type of operating data or financial information being provided. If the amendment or waiver involves a

change in the accounting principles to be followed in preparing financial statements, the Annual Report for the year in which the change is made shall present a comparison between the financial statements or information prepared based on the new accounting principles and those prepared based on the former accounting principles. The comparison should include a qualitative discussion of such differences and the impact of the changes on the presentation of the financial information. To the extent reasonably feasible, the comparison should also be quantitative. A notice of the change in the accounting principles should be sent by the Issuer to the MSRB and to the State Repository. Further, if the annual financial information required to be provided in the Annual Report can no longer be generated because the operations to which it related have been materially changed or discontinued, a statement to that effect shall be included in the first Annual Report that does not include such information.

SECTION 9. Additional Information. Nothing in this Agreement shall be deemed to prevent the Issuer from disseminating any other information, using the means of dissemination set forth in this Agreement or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Agreement. If the Issuer chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Agreement, the Issuer shall have no obligation under this Agreement to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

SECTION 10. Default. In the event of a failure of the Issuer to comply with any provision of this Agreement, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the Issuer to comply with its obligations under this Agreement. A default under this Agreement shall not be deemed an Event of Default under the Resolution or the Bonds, and the sole remedy under this Agreement in the event of any failure of the Issuer to comply with the Agreement shall be an action to compel performance.

SECTION 11. Duties of Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Agreement.

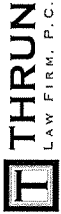
SECTION 12. Beneficiaries. This Agreement shall inure solely to the benefit of the Issuer, the Dissemination Agent, the Participating Underwriters, and the Bondholders and shall create no rights in any other person or entity.

SECTION 13. Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State, and any suits and actions arising out of this Agreement shall be instituted in a court of competent jurisdiction in the State. Notwithstanding the foregoing, to the extent this Agreement addresses matters of federal securities laws, including the Rule, this Agreement shall be construed and interpreted in accordance with such federal securities laws and official interpretations thereof.

BRIGHTON AREA SCHOOLS  
COUNTY OF LIVINGSTON  
STATE OF MICHIGAN

By: \_\_\_\_\_  
Its: Superintendent

Dated: \_\_\_\_\_, 2015



APPENDIX A

NOTICE TO THE MSRB AND TO THE STATE REPOSITORY  
OF FAILURE TO FILE ANNUAL REPORT

Name of Issuer: Brighton Area Schools, Livingston County, Michigan

Name of Bond Issue: 2015 School Building and Site Bonds, Series III (General  
Obligation - Unlimited Tax)

Date of Bonds: \_\_\_\_\_, 2015

NOTICE IS HEREBY GIVEN that the Issuer has not provided an Annual Report with respect to the above-named Bonds as required by Section 3 of its Continuing Disclosure Agreement with respect to the Bonds. The Issuer anticipates that the Annual Report will be filed by \_\_\_\_\_.

BRIGHTON AREA SCHOOLS  
COUNTY OF LIVINGSTON  
STATE OF MICHIGAN

By: \_\_\_\_\_  
Its: Superintendent

Dated: \_\_\_\_\_



**APPENDIX B**

NOTICE TO THE MSRB AND THE STATE REPOSITORY  
OF CHANGE IN ISSUER'S FISCAL YEAR

Name of Issuer: Brighton Area Schools, Livingston County, Michigan

Name of Bond Issue: 2015 School Building and Site Bonds, Series III (General  
Obligation - Unlimited Tax)

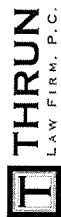
Date of Bonds: \_\_\_\_\_, 2015

NOTICE IS HEREBY GIVEN that the Issuer's fiscal year has changed. Previously, the  
Issuer's fiscal year ended on \_\_\_\_\_. It now ends on \_\_\_\_\_.

BRIGHTON AREA SCHOOLS  
COUNTY OF LIVINGSTON  
STATE OF MICHIGAN

By: \_\_\_\_\_  
Its: Superintendent

Dated: \_\_\_\_\_



**APPENDIX C**

SIGNIFICANT EVENT NOTICE COVER SHEET

This cover sheet and significant event notice should be provided in an electronic format to the Municipal Securities Rulemaking Board and the State Repository pursuant to Securities and Exchange Commission Rule 15c2-12(b)(5)(i)(C) and (D).

Issuer's and/or other Obligated Person's Name: \_\_\_\_\_

Issuer's Six-Digit CUSIP Number(s): \_\_\_\_\_

or Nine-Digit CUSIP Number(s) to which this significant event notice relates: \_\_\_\_\_

Number of pages of attached significant event notice: \_\_\_\_\_

Description of Significant Events Notice (Check One):

- 1.  Principal and interest payment delinquencies
- 2.  Non-payment related defaults
- 3.  Unscheduled draws on debt service reserves reflecting financial difficulties
- 4.  Unscheduled draws on credit enhancements reflecting financial difficulties
- 5.  Substitution of credit or liquidity providers, or their failure to perform
- 6.  Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security
- 7.  Modifications to rights of security holders
- 8.  Bond calls
- 9.  Tender offers
- 10.  Defeasances
- 11.  Release, substitution, or sale of property securing repayment of the securities
- 12.  Rating changes
- 13.  Bankruptcy, insolvency, receivership or similar event of the obligated person
- 14.  The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms
- 15.  Appointment of a successor or additional trustee or the change of name of a trustee
- 16.  Other significant event notice (specify) \_\_\_\_\_

I hereby represent that I am authorized by the issuer or its agent to distribute this information publicly:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

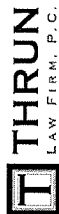
Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Voice Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

The MSRB Gateway is [www.msrb.org](http://www.msrb.org) or through the EMMA portal at [emma.msrb.org/submission/Submission\\_Portal.aspx](http://emma.msrb.org/submission/Submission_Portal.aspx). Contact the MSRB at (703) 797-6600 with questions regarding this form or the dissemination of this notice. The cover sheet and notice may also be faxed to the MAC at (313) 963-0943.



**EXHIBIT C**

Michigan Department of Treasury  
Form 3451 (Rev. 03-13)

Application No. SBL

**Application for Final Qualification of Bonds  
for Participation in the Michigan School Bond Qualification and Loan Program**

Issued under authority of Public Act 92 of 2005, as amended.

Legal Name of School District Brighton Area Schools	District Code Number 47010	Telephone Number (810) 299-4000	
Address 125 South Church Street	City Brighton	County Livingston	ZIP Code 48116-0000
Name of Person Responsible for Preparation of this Application Gregory Gray, Ph.D.		Title Superintendent	

**CERTIFICATION**

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a

regular or  special meeting held on the 26 day of May, 2015,

and that the meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

Name of Secretary (Print or Type) Beth Minert	Signature of Secretary	Date
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**PARTICIPANTS**

Secretary, Board of Education Beth Minert	Superintendent of Schools Gregory Gray, Ph.D.
Treasurer, Board of Education Ken Stahl	Architectural Firm Stantec
Bond Counsel Thrun Law Firm, P.C.	Construction Manager George W. Auch, Inc.
Financial Advisor H.J. Umbaugh & Associates	Paying Agent TBD
Senior Underwriter Stifel Nicolaus, Inc.	

**SALE TYPE**

<input type="checkbox"/> Competitive Bid	<input checked="" type="checkbox"/> Negotiated Sale
--	---

**RESOLUTION**

A meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Member \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

## BACKGROUND

1. Act 92 of the Public Acts of Michigan, 2005, as amended, ("Act 92") enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for the final qualification of bonds for participation in the School Bond Qualification and Loan Program.
2. This district has taken all necessary actions to comply with all legal and procedural requirements for final qualification of this bond issue.

## ACTION OF THE BOARD

1. The district hereby applies for final qualification of bonds by the State Treasurer for the purpose of:
  - Financing the school construction **and/or**
  - Refinancing existing debt as described in this application.
2. The bonds of the district qualified by the State Treasurer will conform to all the requirements of law pertaining generally to school bonds and specifically to school bonds qualified under Section 16, Article IX of the 1963 Michigan Constitution, Act 92, and Act 112, Public Acts of 1961, as amended.
3. Any moneys obtained through the sale of the qualified bonds of the district as herein proposed will be used only for the purpose of:
  - Financing the projects described in the application for preliminary qualification of bonds numbered SBL 47-010-4-K12-19-01 **/and/ or**
  - Refinancing existing qualified debt and for no other purpose unless such change of purpose is permitted by law and has the prior approval of the State Treasurer.
4. The district agrees to annually certify and levy its debt millage tax by filing an Annual Loan Activity Statement in accordance with the requirements of Act 92 and to determine the amounts, if any, to be borrowed from or repaid to the School Loan Revolving Fund ("SLRF"). The district agrees to deposit proceeds of debt millage upon receipt into an account established solely for debt service with the appointed banking institution as defined in Section 9. The district agrees to comply with the provisions of Act 92 governing the periodic recalculation of its millage, the adjustment of its millage levy when necessary, and the repayment of funds to the SLRF, where applicable.
5. The district agrees to enter into a loan agreement and file all necessary applications for qualified loans from the SLRF along with all supporting information for repayment to the SLRF within statutory application dates and in accordance with forms and procedures as prescribed by the State Treasurer. The (insert title of authorized school district official(s)) Superintendent are/is authorized and directed to execute and deliver the loan agreement and any other documents that may be required by the loan agreement on behalf of the district. The district covenants to comply with the terms of any applicable qualified loan agreement it is now or may be a party to, including the provisions related to its millage levy.
6. The district agrees to take actions and refrain from taking actions as necessary to maintain the tax-exempt status of tax-exempt debt issued by the State of Michigan or the Michigan Finance Authority for the purpose of financing the School Bond Loan Fund or the School Loan Revolving Fund as defined in P.A. 227 of 1985, as amended.
7. The district agrees that if these bonds are issued as tax exempt bonds, it will use the proceeds of these bonds only for the purposes that are allowed for tax exempt bonds and that none of such proceeds will be used for more than the first advance refunding of any original bond issued after 1985, nor more than the second advance refunding of any original bond issued before 1986, and the district further agrees that proceeds of bonds issued as Qualified Zone Academy Bonds, Qualified School Construction Bonds, Build America Bonds or Recovery Zone Economic Development Bonds[ will only be used for the purposes that are allowed for such bonds.
8. The district agrees to use any funds borrowed from the SLRF only for the payment of principal and interest on qualified bonds that is immediately payable to bondholders and not to fund escrow or sinking funds.

9. The district agrees to appoint a banking institution that performs paying agent services in general, and to execute a signed agreement that provides, at a minimum, the following procedures:
  - a. If the district has not established an irrevocable escrow account with a qualified escrow agent, the district agrees to submit debt service payments for its qualified bonds in immediately available funds to its banking institution no less than five business days prior to the debt service due date, and agrees not to withdraw, or cause a debit to be drawn against, such funds except to pay debt service.
  - b. The district agrees to use an existing or establish a new interest bearing, money market or investment account with the banking institution that performs paying agent services for the subject bonds, that allows the district to provide written investment instructions for the investment of collected funds on hand preceding the debt service due date.
  - c. The paying agent will implement notification procedures that provide that if sufficient funds for full payment of debt service do not reach the banking institution five business days prior to the debt service payment due date, the paying agent will notify the district of the amount of insufficient funds four business days prior to the debt service payment due date. In the event that the district does not immediately resolve the insufficient funds situation, the paying agent will notify the Michigan Department of Treasury of the delinquency three business days before the payment due date.
  - d. The district agrees to furnish written notification to the paying agent and the Department of Treasury of any bonds that have been refunded.
10. The district agrees to deposit all federal interest credits received with respect to its qualified bonds issued as direct credit type bonds into the debt retirement fund payable for such bonds.
11. The district requests that the State Treasurer increase its computed millage if at any time the full amount of any tax credit related to direct credit type bonds is not received or the amount of debt service on its qualified bonds increases for any reason and the current computed millage is not sufficient to repay all outstanding qualified loans by the final mandatory repayment date.
12. The district agrees that if Treasury determines that the district will not be able to make all or part of the debt service payment, Treasury will process an emergency loan from the SLRF. If the district incurs an emergency loan it shall be a legal debt of the district and the State Treasurer shall bill the school district for the amount paid and the school district shall remit the amount to the state.
13. The board directs the school district administration to report any failure to perform as a result of this application. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.
14. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this Final Application and submit same to the State Treasurer for his or her review and approval.

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

**BOND DETAIL**

1. PURPOSE: Specify the purpose of bond issue exactly as stated on the ballot and as it is to be cited in the Order Qualifying Bonds (or attach an official copy).

The Bonds are being issued for the purpose of erecting, furnishing and equipping additions to and remodeling, furnishing and refurbishing and equipping and re-equipping school buildings; acquiring and installing educational technology and equipment for school buildings; constructing, remodeling and improving athletic fields, athletic facilities, play fields and playgrounds; and preparing, developing and improving parking areas and sites.

2. ELECTION DATA:

- a. Date of election: 05/08/2012
- b. Attach a copy of the Certified Official Canvass of Election (if not already on file).

3. FINAL MATURITY SCHEDULE:

- a. Total amount of this issue ..... \$ 4,665,000
- b. Due date annually for principal payments: May 1st
- c. Due date semi-annually for interest payments: May 1st/Nov 1st
- d. Attach a copy of the bond amortization and millage impact schedules.

4. DEBT AMOUNTS:

- a. Amount of this bond issue ..... \$ 4,665,000
- b. Total amount of bonded debt prior to this issue ..... \$ 83,613,346
- c. Total amount of bonds being refunded ..... \$ 0
- d. Total amount of proposed and existing debt (4a + b - c) ..... \$ 88,278,346

5. PROPERTY VALUATION: Taxable valuation as of this date ..... \$ 2,036,929,925

6. CHANGES IN FINANCIAL STRUCTURE: Specify any changes in financial structure since Preliminary Qualification or original Order Qualifying Bonds was approved:

7. Bond Type(s) (Check all that apply):

- Fixed Rate
- Variable Rate
- Tax Exempt
- Taxable
- Qualified Zone Academy Bond

**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report #15-90**

**For Action**

Subject:

Policies:

1240	Evaluation of the Superintendent
1420	School Administrator Evaluation
2260.01	Section 504/ADA Prohibition Against Discrimination Based on Disability
3120	Employment of Professional Staff
3220	Professional Staff Evaluation
4120	Employment of Support Staff

The policies are enclosed for a second reading. Revision language is marked in bold print and policies are noted as Revised or New.

Recommendation:

That the Board consider these policies as a second reading.

Rationale:

Neola, the district's policy service provider, has supplied the revised and new policies for board review and adoption. The policies will be grouped and provided to the Board over the next several meetings for adoption.

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve Policies 1240, 1420, 2260.01, 3120, 3220 and 4120 as presented.

Voice Vote:

- Ayes
- Nays



# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

ADMINISTRATION  
1240/page 1 of 5

**REVISED POLICY - VOL. 29, NO. 2**

**EVALUATION OF THE SUPERINTENDENT**

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. **To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:**

- A. **Evaluates the Superintendent's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.**

**A Superintendent rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.**

- B. **Establishes clear approaches to measuring student growth and provides the Superintendent with relevant data on student growth.**

- C. **Evaluates the Superintendent's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account data on student growth as a significant factor in the evaluation in accordance with State law.**

**For these purposes, student growth shall be measured by national, State, or local assessments, and other objective criteria. During the 2014-2015 school year, student growth shall be measured using the State and alternative assessments as prescribed by the Revised School Code.**



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

\_\_\_\_\_ **SCHOOL DISTRICT**

**ADMINISTRATION**

1240/page 2 of 5

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:**
- 1. The effectiveness of the Superintendent, so that s/he is given ample opportunities for improvement.**
  - 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.**
  - 3. Whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures.**
  - 4. Removing an ineffective Superintendent after s/he has had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.**
- E. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the entire District:**
- 1. The Superintendent's training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the Superintendent designates such duties.**
  - 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.**
  - 3. Student attendance.**
  - 4. Student, parent and teacher feedback and other information considered pertinent by the Board.**



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

\_\_\_\_\_ **SCHOOL DISTRICT**

ADMINISTRATION

1240/page 3 of 5

### OPTIONAL

The Board's evaluation shall also include an assessment of the:

- progress toward the educational goals of the District;
- working relationship between the Board and the Superintendent;
- Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed. [END OF OPTIONAL LANGUAGE]

The evaluation system shall ensure that if the Superintendent is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the Superintendent to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the Superintendent on his/her next annual year-end evaluation. A Superintendent rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the Superintendent needs help so that appropriate assistance may be provided or arranged for. The Board shall not release the Superintendent from the responsibility to improve. If the Superintendent, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

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ADMINISTRATION

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~~The Board shall~~

~~annually, no later than \_\_\_\_\_~~

~~periodically, but not less than every \_\_\_\_\_~~

~~evaluate the performance of the Superintendent. (See Policy 1110) Such evaluation shall include an assessment of:~~

~~the progress toward the educational goals of the District;~~

~~the working relationship between the Board and the Superintendent;~~

~~the Board's own effectiveness in providing direction to the Superintendent.~~

~~Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.~~

~~The Board~~

~~and the Superintendent, jointly,~~

~~shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such method may include:~~

~~the Superintendent's own self-analysis of the current status of the District;~~

~~the active participation of each Board member;~~

~~a recommendation from a Board committee;~~



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~~[ ] a compilation of assessments~~

~~( ) on a prepared standard form~~

~~by individual Board members, which shall then be reviewed jointly  
by the Board and Superintendent;~~

~~[ ] evaluation interviews between the Board and Superintendent during  
which no other business is discussed;~~

~~[ ] the Superintendent's assessment of Board efficiency and  
effectiveness.~~

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- ( ) determine the Superintendent's salary;
- ( ) identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- ( ) establish specific objectives, the achievement of which will advance the District toward its goals;
- ( ) improve its own performance as the public body ultimately charged with the educational responsibility of this District.



# NEOLA of MICHIGAN

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**REVISED POLICY - VOL. 29, NO. 2**

**SCHOOL ADMINISTRATOR EVALUATION**

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

~~The Board shall perform the superintendent's evaluation; the Superintendent or designee shall perform all other administrators' evaluations.~~ **Administrators rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.**

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.

- C. Evaluates <sup>effective</sup> a school administrator's job performance **as highly effective, minimally effective or ineffective**, using multiple rating categories that take into account data on student growth as a significant factor in the evaluation in accordance with State law. ~~(recommend at least twenty five percent (25%))~~

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria. During the 2014-2015 school years, student growth shall be measured using the State and alternative assessments as prescribed by the Revised School Code.



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- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
  2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.
  3. whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures
  4. Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
- E. **The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the each school in which the school administrator works as an administrator:**
1. **The school administrators' training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.**
  2. **The progress made by the school or District in meeting the goals established in the school/District improvement plan.**
  3. **Student attendance.**
  4. **Student, parent and teacher feedback and other information considered pertinent by the Board.**



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**The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her next annual year-end evaluation. An administrator rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.**

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

M.C.L. 380.1249

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### **REVISED POLICY - VOL. 29, NO. 2**

#### SECTION 504/ADA

#### PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.



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The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.



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### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

**[NOTE: School Districts may want to consider appointing both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(School District Title)

\_\_\_\_\_  
(School District Title)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Office Address)

\_\_\_\_\_  
(Office Address)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(E-mail Address)



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The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- ( ) in the parent/student and staff handbooks.
- ( ) in the School District Annual Report to the public.
- ( ) on the School District's web site.
- ( ) on each individual school's web site.
- ( ) in the School District's calendar.
- ( ) \_\_\_\_\_.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer(s) **[is] [are]** responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer(s).



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The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

### **Training**

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.



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### Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.



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**Notice**

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

**Complaint Procedures**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, **including the right to participation by the student's parents or guardian and representation of counsel**, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.



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### Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

**Step 1** Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

**Step 2** Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.



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Step 3            If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

### OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.



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### Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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**REVISED POLICY - VOL. 29, NO. 2**

**EMPLOYMENT OF PROFESSIONAL STAFF**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. **Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.**

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All professional staff are subject to a criminal history record check. See Policy 3121.

- Such approval shall be given only to those candidates for employment recommended by the Superintendent.
- Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.



# NEOLA of MICHIGAN

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### BOARD OF EDUCATION \_\_\_\_\_ SCHOOL DISTRICT

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[] When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

[] All applications for employment shall be referred to the \_\_\_\_\_.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

[] Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

[] The Board will not employ (but may reemploy) the

( ) children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

( ) children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.

[] Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

~~[] The Board may employ administrators, without provision for tenure, by means of a written contract for a term not to exceed three (3) years.~~

[] Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

[] The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.



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~~[ ] A person who is employed as an administrator is not required to have a school administrator's certificate issued by the Department of Education but must confirm that s/he has met or is in the process of fulfilling the educational requirements for school administrators established by the State Board of Education.~~

[ ] No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate **as a substitute teacher, on a day-to-day basis**, if the person has at least ninety (90) semester hours of college credit from a college or university **or for a full school year if the person has at least a bachelor's or higher degree from a college or university, and has met all other conditions established by law and by the Superintendent.**
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.



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The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

### **REQUIREMENTS FOR ~~TITLE I TEACHERS~~ HIGHLY QUALIFIED STATUS**

~~All teachers hired for a Title I supported program must be "highly qualified."~~ Pursuant to State law, "Highly Qualified" means:

~~"Highly Qualified" means:~~

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
  1. at least a bachelor's degree;
  2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
  1. at least a bachelor's degree, and
  2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
  3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;



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- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
1. at least a bachelor's degree, and
  2. meets standards for new teachers (above), or
  3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

### **REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING**

**All teachers hired for a Title I supported program or a core subject area must be "highly qualified."**

~~All~~ **As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas** teachers (as defined in the No Child Left Behind Act) in a District receiving Title I funds shall be **required to submit documentation that they are "highly qualified"** as described above. ~~The District must have a plan and show annual progress towards meeting these teacher qualification requirements.~~

**As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.**



# NEOLA of MICHIGAN

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**The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.**

M.C.L. 380.1229 – 1231, 380.1233, 380.1237, 380.1531d, 380.623  
20 U.S.C. 6319 & 7801

**R 390.1105**

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# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3220/page 1 of 4

### REVISED POLICY - VOL. 29, NO. 2

#### PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the employee's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

Commencing with the 2015-16 school year, the year end evaluation of student growth shall be based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.

- C. evaluates an employee's job performance, ~~multiple~~ **using** rating categories of highly effective, effective, minimally effective and ineffective, which take into account data on student growth as a significant factor in the evaluation in accordance with State law. ~~(recommend that it be no less than twenty-five percent (25%))~~

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria. Student growth shall be measured using the State and alternative assessments as prescribed by the Section 1249 (M.C.L. 380.1249).



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3220/page 2 of 4

- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. the effectiveness of employees, so that they are given ample opportunities for improvement
  2. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
  3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
  4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

Commencing with the 2015-16 school year:

*already did no change*

- E. provides a mid-year progress report for every ( ) certificated **[end of option]** teacher who is in the first year of probation or has received a rating of minimally effective or ineffective on the last year-end evaluation

This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:

1. be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.



# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3220/page 3 of 4

- F. includes classroom observations in accordance with the following:
1. must include review of the lesson plan, state curriculum standards being taught and student engagement in the lesson
  2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
  3. observations need not be for an entire class period

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

PROFESSIONAL STAFF  
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The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

M.C.L. 380.1249 (as amended)

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# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

SUPPORT STAFF  
4120/page 1 of 5

**REVISED POLICY - VOL. 29, NO. 2**

EMPLOYMENT OF SUPPORT STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each support staff member employed by this District.

Individuals employed in the following categories shall be considered members of the support staff:

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All support staff are subject to a criminal history record check. See Policy 4121.

- Such approval shall be given only to those candidates for employment recommended by the Superintendent.
- Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.
- When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.
- All applications for employment shall be referred to the \_\_\_\_\_.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

SUPPORT STAFF  
4120/page 2 of 5

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when conflict of interest is involved.

- [ ] Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.
- [ ] The Board will not employ (but may reemploy) the
  - ( ) children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.
  - ( ) children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time support staff member.
- [ ] Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.
- [ ] Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Staff hired to serve as an athletic trainer must be properly licensed by the State or otherwise legally authorized to engage in the practice of athletic training. Staff is prohibited from engaging in the practice of athletic training unless licensed and shall not offer to provide any service(s) that s/he was not qualified to perform by education, training, or experience or otherwise prohibited by law from performing.

- [ ] Staff hired to coach an interscholastic team/sport must have first aid and safety training as required by State statute. Certification of this requirement must come from the Red Cross or an equivalent agency.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

SUPPORT STAFF  
4120/page 3 of 5

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 4120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged.

Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

- [ ] The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.
- [ ] When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff.

### **REQUIREMENTS FOR TITLE I PARAPROFESSIONALS**

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or



**NEOLA of MICHIGAN**  
LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

SUPPORT STAFF  
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2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- ~~B. assist with classroom management, such as organizing instructional and other materials;~~
- ~~C.~~ **B.** provide **instructional** assistance in a computer laboratory;
- ~~D.~~ **C.** provide **instructional** support in a library or media center;
- ~~E. conduct parental involvement activities;~~
- ~~F. act as a translator;~~



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

SUPPORT STAFF  
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- | **G.D.** provide instructional services to students, if working under the direct supervision of a teacher;
  
- | **H.E.** perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

M.C.L. 37.2101 et seq., 333.17901, 380.1230 et seq.  
20 U.S.C. 6319

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**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report #15-91**

**For Action**

Subject:

Monthly Financial Statement, April, 2015.

Recommendation:

It is recommended that the board approve the monthly financial statement as presented.

Rationale:

This monthly report is a tool to inform the board members of the status of the school district funds on a monthly basis.

Facts/Statistics:

The Brighton Area Schools Board of Education approves an operating budget annually. This report helps the board and community review the revenue and expenditures of the school district in accordance with the approved operating budget.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the April 2015, Financial Statement as presented.

Voice Vote:

- Ayes
- Nays



Financial  
Statements  
April 2015

**BRIGHTON AREA SCHOOLS  
GENERAL FUND  
OPERATING INCOME  
April 30, 2015**

REVENUES	Budget	Received	Balance to be Received	% Received
<b>Local Revenues:</b>				
Property Taxes	\$ 9,090,438	\$ 9,220,100	\$ (129,662)	101.4%
Tuition	35,300	44,720	(9,420)	126.7%
Athletics	359,025	173,520	185,505	48.3%
Building Use	47,000	26,500	20,500	56.4%
Interest on Investments	7,000	8,058	(1,058)	115.1%
Student Fees	35,000	215,456	(180,456)	615.6%
Other Local	132,603	153,853	(21,250)	116.0%
Total - Local	<u>9,706,366</u>	<u>9,842,207</u>	<u>(135,841)</u>	<u>101.4%</u>
<b>State Aid:</b>				
22a Prop A Obligation	30,318,074	19,370,479	10,947,595	63.9%
22b Discretionary Payment	12,869,503	8,212,181	4,657,322	63.8%
22f Best Practices	372,760	237,426	135,334	63.7%
Foundation Equity 22c	931,900	593,565	338,336	63.7%
Renaissance Zone	3,597	2,288	1,309	63.6%
MDE PY Prop Tax Adj	197,000	58,211	138,789	29.5%
147c MPSERS Rate Stabilization	2,519,362	1,603,077	916,285	63.6%
147d MPSERS Liability	403,278	73,316	329,962	18.2%
147a MPSERS Credit	417,492	261,705	155,787	62.7%
51c Spec Ed Headlee Obligation	1,836,785	952,703	884,082	51.9%
First Robotics	0	2,863	(2,863)	0.0%
At Risk - 31A	325,014	183,279	141,735	56.4%
Headlee Data Collection	184,892	118,628	66,264	64.2%
Technology Infrastructure	110,676	110,676	0	100.0%
Total - State	<u>50,490,333</u>	<u>31,780,397</u>	<u>18,709,937</u>	<u>62.9%</u>
<b>Federal Revenue:</b>				
Title Grants	339,412	262,383	77,029	77.3%
Carl Perkins	22,766	17,900	4,866	78.6%
Medicaid	3,400	3,272	128	96.2%
Total - Federal	<u>365,578</u>	<u>283,555</u>	<u>82,023</u>	<u>77.6%</u>
Special & Vocational Education	<u>1,233,770</u>	<u>907,835</u>	<u>325,935</u>	<u>73.6%</u>
Total - Intermediate	<u>1,233,770</u>	<u>907,835</u>	<u>325,935</u>	<u>73.6%</u>
<b>Operating Transfers in:</b>				
Food Service	0	0	0	0.0%
Community Education	0	0	0	0.0%
Misc: Sale of School Property	1,133,620	1,133,620	0	0.0%
<b>TOTAL REVENUES</b>	<u>1,133,620</u>	<u>1,133,620</u>	<u>0</u>	<u>100.0%</u>
<b>NOTES:</b>	<u>\$ 62,929,667</u>	<u>\$ 43,947,614</u>	<u>\$ 18,982,054</u>	<u>69.8%</u>

All revenue received is generally based on a cash basis of accounting and will be modified to an accrual basis at June 30.

Property taxes are invoiced July 1 and are due September 1st.

State aid will be received over eleven payments. The first payment will be received on October 20, 2014. The final payment will be received August 20, 2015.

**BRIGHTON AREA SCHOOLS  
GENERAL FUND  
EXPENDITURES  
April 30, 2015**

	Budget	Expended and Encumbered	Unencumbered	Expended and Encumbered
<b>Instruction:</b>				
Elementary	\$ 13,273,655	\$ 9,549,492	\$ 3,724,163	71.9%
Middle School	8,600,050	6,249,341	2,350,709	72.7%
High School	11,515,700	8,572,039	2,943,661	74.4%
Summer School	15,680	14,553	1,127	92.8%
Special Education	6,274,815	4,713,760	1,561,055	75.1%
Compensatory Education	473,423	389,803	83,620	82.3%
Career & Technical Education	1,138,598	829,738	308,860	72.9%
Alternative Education	380,591	322,066	58,525	84.6%
Total Instruction	<u>41,672,512</u>	<u>30,640,792</u>	<u>11,031,720</u>	<u>73.5%</u>
<b>Instructional Support Services:</b>				
Pupil Services	1,124,805	1,193,441	(68,636)	106.1%
Instructional Staff	1,852,994	1,513,865	339,129	81.7%
School Administration	2,926,510	2,245,718	680,792	76.7%
Total Instr Support Services	<u>5,904,309</u>	<u>4,953,024</u>	<u>951,285</u>	<u>83.9%</u>
<b>Non-Instructional Support Services:</b>				
General Administration	457,000	379,575	77,425	83.1%
Business	708,535	608,414	100,121	85.9%
Operations & Maintenance	3,961,373	3,473,109	488,264	87.7%
Transportation	2,008,086	1,345,779	662,307	67.0%
Central Staff	903,004	724,781	178,223	80.3%
Total Non-Instructional Support Services	<u>8,037,998</u>	<u>6,531,658</u>	<u>1,506,340</u>	<u>81.3%</u>
Athletics	<u>954,531</u>	<u>723,665</u>	<u>230,866</u>	<u>75.8%</u>
Non-Public Schools	9,828	7,894	1,934	80.3%
Debt Service	507,820	507,520	300	99.9%
	<u>517,648</u>	<u>515,414</u>	<u>2,234</u>	<u>180.3%</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 57,086,998</u></u>	<u><u>\$ 43,364,553</u></u>	<u><u>\$ 13,722,445</u></u>	<u><u>76.0%</u></u>
<b>FUND EQUITY:</b>				
BEGINNING FUND EQUITY, 7/1/14	\$ (4,322,572)			
PROJECTED REVENUE 2014-15	62,929,667			
PROJECTED EXPENDITURES 2014-15	(57,086,998)			
PROJECTED FUND EQUITY, 6/30/15	<u><u>\$ 1,520,097</u></u>			

**BRIGHTON AREA SCHOOLS**  
**FOOD SERVICE FUND**  
**April 30, 2015**

	<u>Budget</u>	<u>Received</u>	<u>Balance to be Received</u>	<u>% Received</u>
<b>REVENUES:</b>				
Food Sales	\$ 1,157,251	\$ 994,558	\$ 162,693	85.94%
Other Food Service - Catering & Vending	44,625	37,230	7,395	83.43%
State	59,500	52,861	6,639	88.84%
Federal	377,400	279,762	97,638	74.13%
Miscellaneous	-	5,119	(5,119)	0.00%
<b>TOTAL</b>	<u><u>\$ 1,638,776</u></u>	<u><u>\$ 1,369,530</u></u>	<u><u>\$ 269,246</u></u>	<u><u>83.57%</u></u>

	<u>Budget</u>	<u>Expended and Encumbered</u>	<u>Unencumbered</u>	<u>% Expended and Encumbered</u>
<b>EXPENDITURES:</b>				
Salaries	\$ 486,000	\$ 431,011	\$ 54,989	88.69%
Benefits	278,017	247,392	30,625	88.98%
Contracted Services	8,883	5,399	3,484	60.78%
Repairs & Maintenance	20,726	23,068	(2,342)	111.30%
Food & Supply Purchases	792,625	631,131	161,494	79.63%
Equipment	7,000	0	7,000	0.00%
Transfer to General Fund	40,000	0	40,000	0.00%
Miscellaneous	5,525	5,236	289	0.00%
<b>TOTAL</b>	<u><u>\$ 1,638,776</u></u>	<u><u>\$ 1,343,237</u></u>	<u><u>\$ 295,250</u></u>	<u><u>81.97%</u></u>

<b>FUND EQUITY:</b>	
REVENUES IN EXCESS OF EXPENDITURES	\$ 0
FUND EQUITY, 6/30/14	0
<b>PROJECTED FUND EQUITY, 6/30/15</b>	<u><u>\$ 0</u></u>

**BRIGHTON AREA SCHOOLS  
COMMUNITY EDUCATION FUND  
April 30, 2015**

	<u>Budget</u>	<u>Received</u>	<u>Balance to be Received</u>	<u>% Received</u>
<b>REVENUES:</b>				
Fees	\$ 2,438,735	\$ 2,095,629	\$ 343,106	85.93%
Rentals	174,000	153,188	20,812	88.04%
Senior Center	80,300	59,190	21,110	73.71%
Interest Income	0	0	0	0.00%
Miscellaneous	51,500	13,853	37,647	26.90%
<b>TOTAL</b>	<u><u>\$ 2,744,535</u></u>	<u><u>\$ 2,321,860</u></u>	<u><u>\$ 422,675</u></u>	<u><u>84.60%</u></u>

	<u>Budget</u>	<u>Expended and Encumbered</u>	<u>Unencumbered</u>	<u>% Expended and Encumbered</u>
<b>EXPENDITURES:</b>				
Salaries	\$ 1,332,829	\$ 1,176,242	\$ 156,587	88.25%
Benefits	552,149	565,941	(13,792)	102.50%
Contracted Services	341,170	322,426	18,744	94.51%
Repairs & Maintenance	124,087	80,447	43,640	64.83%
Supplies	157,800	122,993	34,807	77.94%
Equipment	3,000	53	2,947	1.77%
Miscellaneous	58,500	88,171	(29,671)	150.72%
Transfers & Indirect	175,000	0	175,000	0.00%
<b>TOTAL</b>	<u><u>\$ 2,744,535</u></u>	<u><u>\$ 2,356,273</u></u>	<u><u>\$ 388,262</u></u>	<u><u>85.85%</u></u>

<b>FUND EQUITY:</b>	
REVENUES IN EXCESS OF EXPENDITURES	\$ 0
FUND EQUITY, 6/30/14	0
PROJECTED FUND EQUITY, 6/30/15	<u><u>\$ 0</u></u>

**BRIGHTON AREA SCHOOLS  
DEBT RETIREMENT FUND  
April 30, 2015**

	<u>Budget</u>	<u>Received</u>	<u>Balance to be Received</u>	<u>% Received</u>
<b>REVENUE AND OTHER SOURCES:</b>				
Local property taxes	\$ 14,009,276	\$ 14,237,227	\$ (227,951)	101.63%
Proceeds from School Bond Loan Fund	4,221,062	3,219,697	1,001,365	76.28%
Interest on Investments	0	3,646	(3,646)	0.00%
Sale of School Property	0	226,583	(226,583)	0.00%
<b>TOTAL</b>	<b><u>\$ 18,230,338</u></b>	<b><u>\$ 17,687,153</u></b>	<b><u>\$ 769,768</u></b>	<b><u>97.02%</u></b>

	<u>Budget</u>	<u>Expended</u>	<u>Balance Available</u>	<u>% Expended and Encumbered</u>
<b>EXPENDITURES:</b>				
Redemption on Bond Principal	\$ 4,778,092	\$ 14,901,000	\$ (10,122,908)	311.86%
Interest on Bonded Debt	13,449,246	3,507,038	9,942,208	26.08%
Tax Chargebacks & Paying Agent Fees	3,000	2,516	484	83.87%
<b>TOTAL</b>	<b><u>\$ 18,230,338</u></b>	<b><u>\$ 18,410,554</u></b>	<b><u>\$ (180,216)</u></b>	<b><u>100.99%</u></b>

<b>FUND EQUITY:</b>	
REVENUES IN EXCESS OF EXPENDITURES	\$ 0
FUND EQUITY, 6/30/14	<u>2,341,212</u>
PROJECTED FUND EQUITY, 6/30/15	<u>\$ 2,341,212</u>

**BRIGHTON AREA SCHOOLS  
2012 CONSTRUCTION PROJECT  
BUILDING & SITE  
April 30, 2015**

	Budget	Received	Balance to be Received
<b>REVENUE AND OTHER SOURCES:</b>			
Interest on Investments	\$ 150,000	5,142	144,858
	\$ 150,000	\$ 5,142	\$ 144,858

	Budget	Expended and Encumbered	Balance to be Expended
<b>EXPENDITURES:</b>			
Construction	\$ 9,544,268	\$ 8,304,399	\$ 1,239,869
Equipment	0	490,891	(490,891)
Technology	0	459,604	(459,604)
Owner Directed Technology	0	1,057,179	(1,057,179)
Architect	0	0	0
Construction Manager	0	470,072	(470,072)
Technology Consultant	0	47,135	(47,135)
Furniture Consultant	0	1,215	(1,215)
Legal/Closing Fees	0	850	(850)
	\$ 9,544,268	\$ 10,831,345	\$ (1,287,077)

**BRIGHTON AREA SCHOOLS  
2013 CONSTRUCTION PROJECT  
BUILDING & SITE  
April 30, 2015**

	Budget	Received	Balance to be Received
<b>REVENUE AND OTHER SOURCES:</b>			
Proceeds from sale of bonds	\$0	\$0	\$0
Interest on Investments	250,000	14,189	235,811
	\$ 250,000	\$ 14,189	\$ 235,811

	Budget	Expended and Encumbered	Balance to be Expended
<b>EXPENDITURES:</b>			
Construction	\$ 15,455,732	\$ 11,027,598	\$ 4,428,134
Equipment	0	213,639	(213,639)
Technology	0	239,847	(239,847)
Owner Directed Technology	0	401,376	(401,376)
Architect	0	340,088	(340,088)
Construction Manager	0	757,713	(757,713)
Technology Consultant	0	132,657	(132,657)
Furniture Consultant	0	30,868	(30,868)
Legal/Closing Fees	0	2,820	(2,820)
	\$ 15,455,732	\$ 13,146,606	\$ 2,309,126

REVENUES IN EXCESS OF EXPENDITURES	\$ (13,132,417)
FUND EQUITY, 6/30/14	0
PROJECTED FUND EQUITY, 6/30/15	\$ (13,132,417)

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-92**

**For Action**

Subject:

Monthly Deficit Elimination Report

Recommendation:

It is recommended that the board approve the monthly deficit elimination report as presented.

Rationale:

This is the monthly report that is due to the Department of Education in accordance with the approved deficit elimination plan. This is how the Department monitors the performance of deficit districts.

Facts/Statistics:

Brighton Area Schools' deficit elimination plan was approved by the Department of Education in November of 2011. We are required to file a monthly report showing our improving the financial health of the district.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Moved by:

Supported by:

To approve the monthly deficit elimination report, April, 2015 as presented.

Voice Vote:

Ayes

Nays

SCHOOL DISTRICT NAME: Brighton Area Schools  
 SUMMARY MONTHLY DEP RECONCILIATION REPORT  
 FOR THE MONTH ENDING April 2015

Acct Codes	A DEFICIT ELIMINATION PLAN 2014-2015	B ACTUAL Year-to Date	C PROJECTED To-Year-End	D(B+C) TOTAL PROJECTED	E(D-A) VARIANCE	F(E/A) % VARIANCE	Variance Explanation
1	Beginning Fund Equity	(\$4,430,310)		(\$4,430,310)		5.33%	
2	Add: Revenues				(\$224,383)		
3 11X	Local Sources	\$9,842,207	\$390,943	\$10,233,150	\$0	0.00%	
4 51X	Local Rec'd Thru Other Public Schl	\$0	\$0	\$0	\$0	0.00%	
5 2xx	Local Thru Other Political Sub	\$0	\$0	\$0	\$0	0.00%	
6 3xx	State Sources	\$31,780,397	\$16,690,404	\$48,470,801	\$0	0.00%	
7 4xx	Federal Sources	\$283,555	\$130,396	\$413,951	\$0	0.00%	
8 52x-6xx	Incoming Transfers & Other	\$1,431,930	\$624,095	\$1,431,930	\$0	0.00%	
9	Total Current Year Revenues	\$42,813,994	\$17,735,838	\$60,549,832	\$0	0.00%	
10	TOTAL RESOURCES AVAILABLE	\$56,343,905		\$56,119,522	(\$224,383)	-0.40%	
11	Less: Expenditures						
12 1xx	Classroom Instruction	\$30,640,792	\$8,548,407	\$39,189,199	\$0	0.00%	
13	Support Services:						
14 21x	Pupil Support	\$1,193,441	\$212,729	\$1,406,170	\$0	0.00%	
15 22x	Instructional Staff Supp	\$1,732,286	\$218,421	\$1,732,286	\$0	0.00%	
16 23x	General Admin.	\$443,350	\$63,775	\$443,350	\$0	0.00%	
17 24x	School Admin.	\$2,245,718	\$654,382	\$2,900,100	\$0	0.00%	
18 25x	Business Admin.	\$608,414	\$144,864	\$753,278	\$0	0.00%	
19 26x	Oper/Maintenance	\$3,473,109	\$439,304	\$3,912,413	\$0	0.00%	
20 27x	Transportation	\$1,345,779	\$730,321	\$2,076,100	\$0	0.00%	
21 28x	Central Admin.	\$724,781	\$230,670	\$955,451	\$0	0.00%	
22 29x	Other	\$723,665	\$192,368	\$916,033	\$0	0.00%	
23 3xx	Community Services	\$7,894	\$1,679	\$9,573	\$0	0.00%	
24 41,42,43	Outgoing Transfers	\$0	\$0	\$0	\$0	0.00%	
25 45x	Facilities Acquisition	\$0	\$0	\$0	\$0	0.00%	
26 51x	Debt Service	\$507,520	\$300	\$507,820	\$0	0.00%	
27 6xx	Fund Modifications	\$0	\$0	\$0	\$0	0.00%	
28	TOTAL EXPEND. & OUTGOING TRNSFRS	\$43,364,553	\$11,437,220	\$54,801,773	\$0	0.00%	
29	ENDING FUND BALANCE	\$1,542,132		\$1,317,749	(\$224,383)	-14.55%	

Notes:

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-93**

**For Action**

Subject:

2015/2016 LESA Budget

Recommendation:

To approve the 2015/2016 LESA Budget as presented.

Rationale:

Facts/Statistics:

LESA hosted a meeting on Thursday May 14, for local districts to attend the 2015/16 budget presentation.

Resolutions for approval and disapproval for LESA budget have been provided for board consideration.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the 2015/2016 LESA Budget.

Voice Vote:

Ayes

Nays

**LOCAL DISTRICT RESOLUTION  
FOR APPROVAL OF  
THE LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)  
2015-2016 BUDGET**

\_\_\_\_\_Brighton Area Schools\_\_\_\_\_, Michigan (the "District")

A regular meeting of the board of education of the District was held in the in the District, on the 26 day of May, 2015, at 7 o'clock in the

The meeting was called to order by \_\_\_\_\_, President.

Present:       Members

Absent:        Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1.       Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2.       Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1.       The Board of Education has received and reviewed the proposed LESA budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed LESA budget.

2.       The Secretary of the Board of Education or his/her designee shall forward a copy of this resolution to the LESA Board of Education or its superintendent no later than June 1, 2015.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on \_\_\_\_\_, 2015, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education

**LOCAL DISTRICT RESOLUTION  
FOR DISAPPROVAL OF  
THE LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)  
2015-2016 BUDGET**

\_\_\_\_\_Brighton Area Schools\_\_\_\_\_, Michigan (the "District")

A regular meeting of the board of education of the District was held in the in the District, on the 26 day of May, 2015, at 7 o'clock in the

The meeting was called to order by \_\_\_\_\_, President.

Present:       Members

Absent:        Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1.       Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
  
2.       Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1.       The Board of Education has received and reviewed the proposed LESA budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its objections to certain portions of the proposed LESA budget. The objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The Secretary of the Board of Education or his/her designee shall forward a copy of this resolution to the LESA Board of Education or its superintendent no later than June 1, 2015, along with the specific objections and proposed changes that this Board has to the budget.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

---

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on \_\_\_\_\_, 2015, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

---

Secretary, Board of Education



*Livingston Educational Service Agency*

1425 West Grand River Avenue . Howell . MI 48843

Tel: (517) 546-5550

# Overview of Fiscal Year 2015-16 Budget

*Livingston Educational Service Agency*

*LESA Mission: LEESA provides highly valued service through leadership, innovation and collaboration.*

# Overview

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- Welcome & Introductions- *Dan Danosky*
- Key Services- *Dan Danosky*
- Process for LESA Budget Adoption- *Mike Hubert*
- Financial Trends and Budget Assumptions - *Mike Hubert*
- Budget Summary by fund- *Laura Walters*
- Budget Detail by fund- *Laura Walters*
- General Discussion About LESA Budget

# LESA Board of Education

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- [Mrs. LuAnn Loy](#), President (Brighton). Elected June 2005. Current term expires June 30, 2017.
- [Mr. Donald K. Cortez](#), Vice President (Howell). Elected June 2011. Current term expires June 30, 2017.
- [Mr. Harold Fryer](#), Secretary (Fowlerville). Elected June 2001. Term expires June 30, 2019.
- [Mr. Gary Kaiser](#), Treasurer (Pinckney). Elected June 2001. Current term expires June 30, 2019.
- [Mrs. Julie Hill](#), Trustee (Hartland). Elected June 2003. Term expires June 30, 2015.

# Process for LESA Budget Adoption

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Section 624 of the Revised School Code created an approval/disapproval process of the LESA general fund budget by local boards. The following calendar outlines the steps and deadlines for the process:

By June 1 <sup>st</sup>	Local boards review the LESA proposed budgets and adopt a resolution expressing support or disapproval; if disapproval, submit any specific objections and proposed changes to LESA
By June 30 <sup>th</sup>	LESA board considers any objections or proposed changes
By July 1 <sup>st</sup>	LESA board holds budget hearing and approves budget

# Process for LESA Budget Adoption

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- LESA Budget Resolution
- LEA Board Action (Approve/Disapprove)

# Primary Revenue Sources

## General Fund

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Grants & Consortia	\$14,620,317
State Section 81 Funding	831,506
County Allocated Millage	469,050
Other	382,933
<b>Total</b>	<b>\$16,303,806</b>

# Primary Revenue Sources

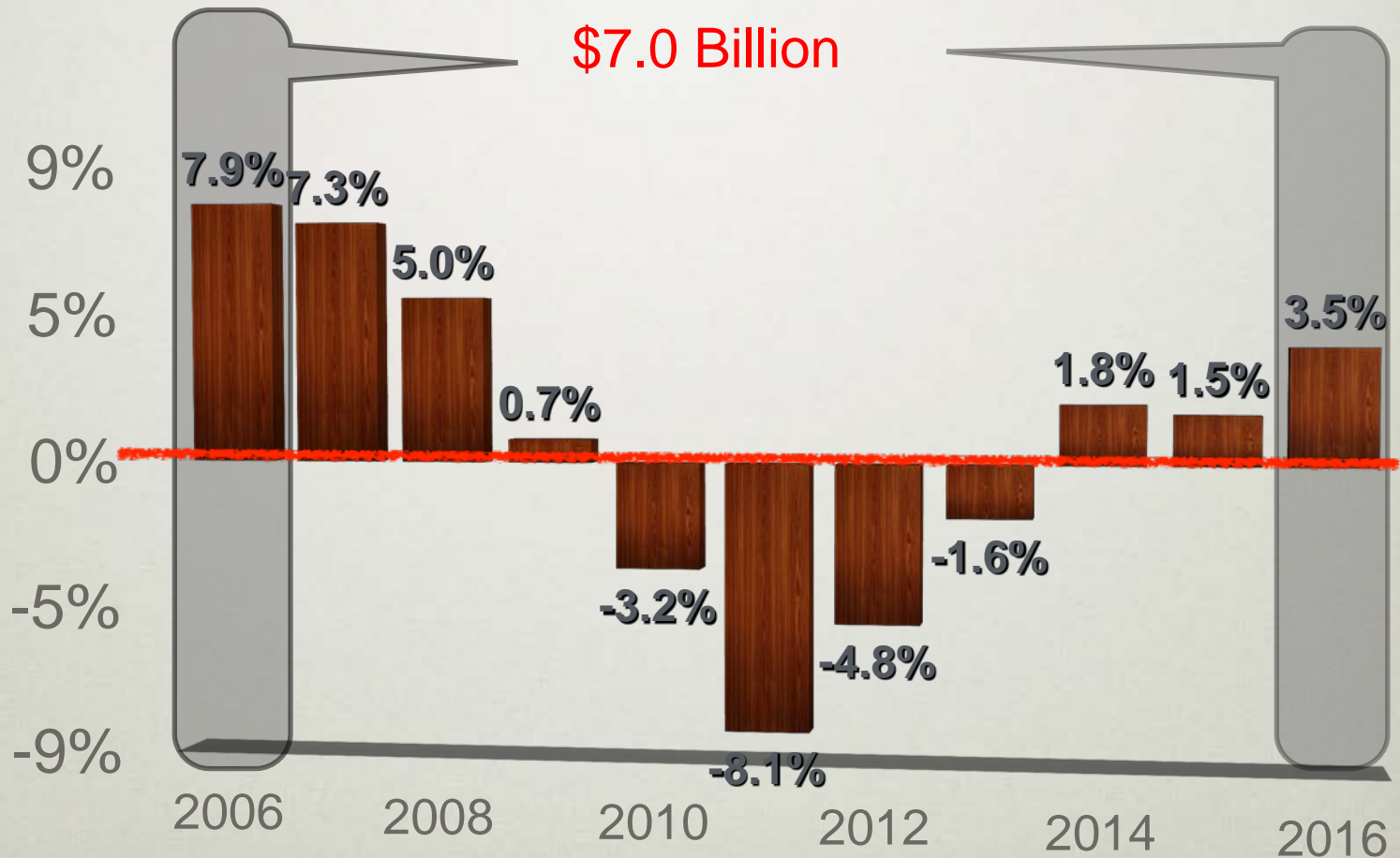
## Special Education Fund

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Special Education Millage (3.31 mills/ 2.269)	\$15,860,387
State Special Education Reimbursement	7,575,733
Federal & State Grants	5,993,828
MPSERS Unfunded Liability (147c)	1,816,416
Medicaid	918,834
Other State and Local Revenue	710,789
<b>Total</b>	<b>\$32,875,987</b>

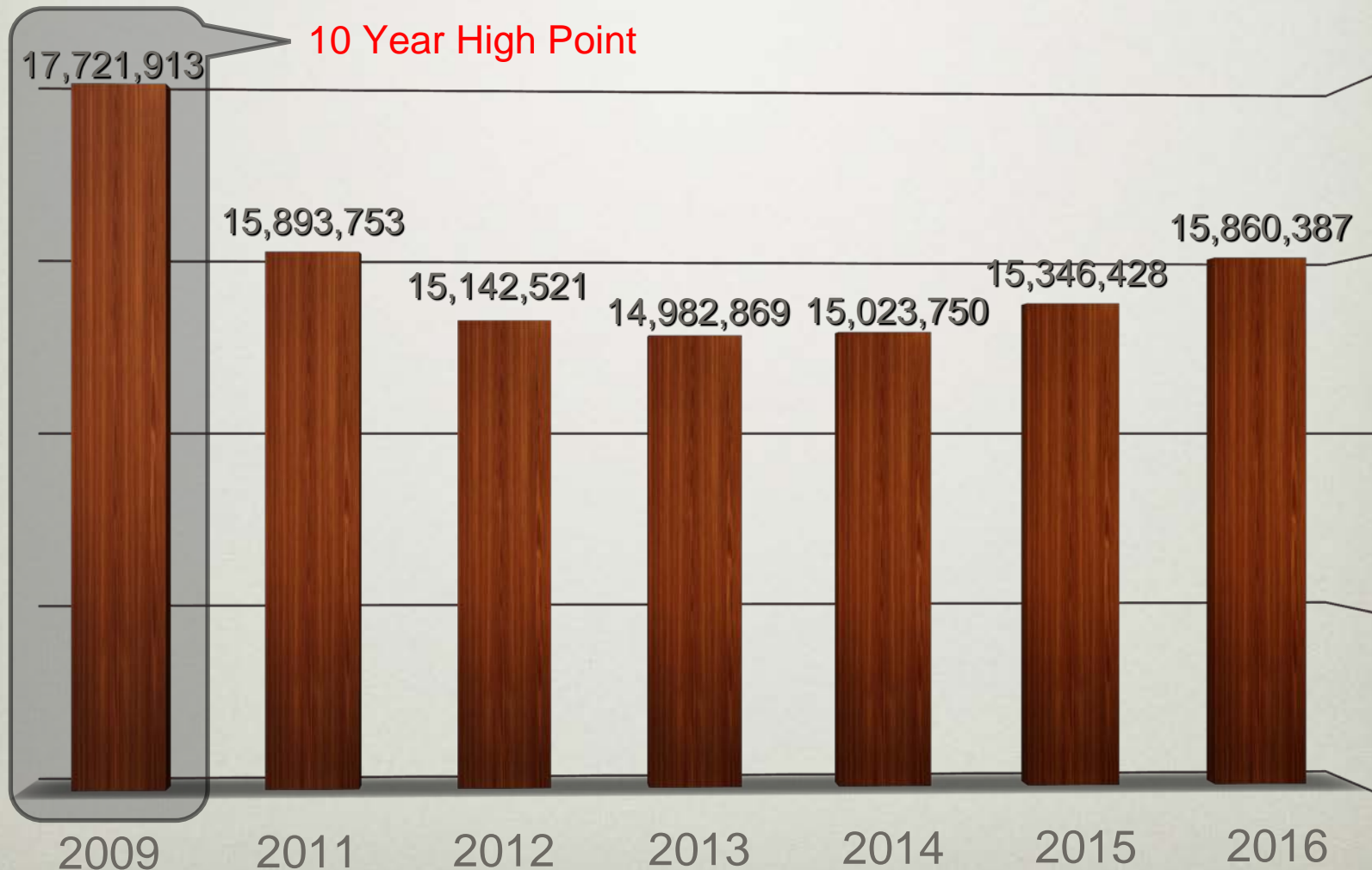
# Financial Trends & Information

## Taxable Value Changes



# Financial Trends & Information

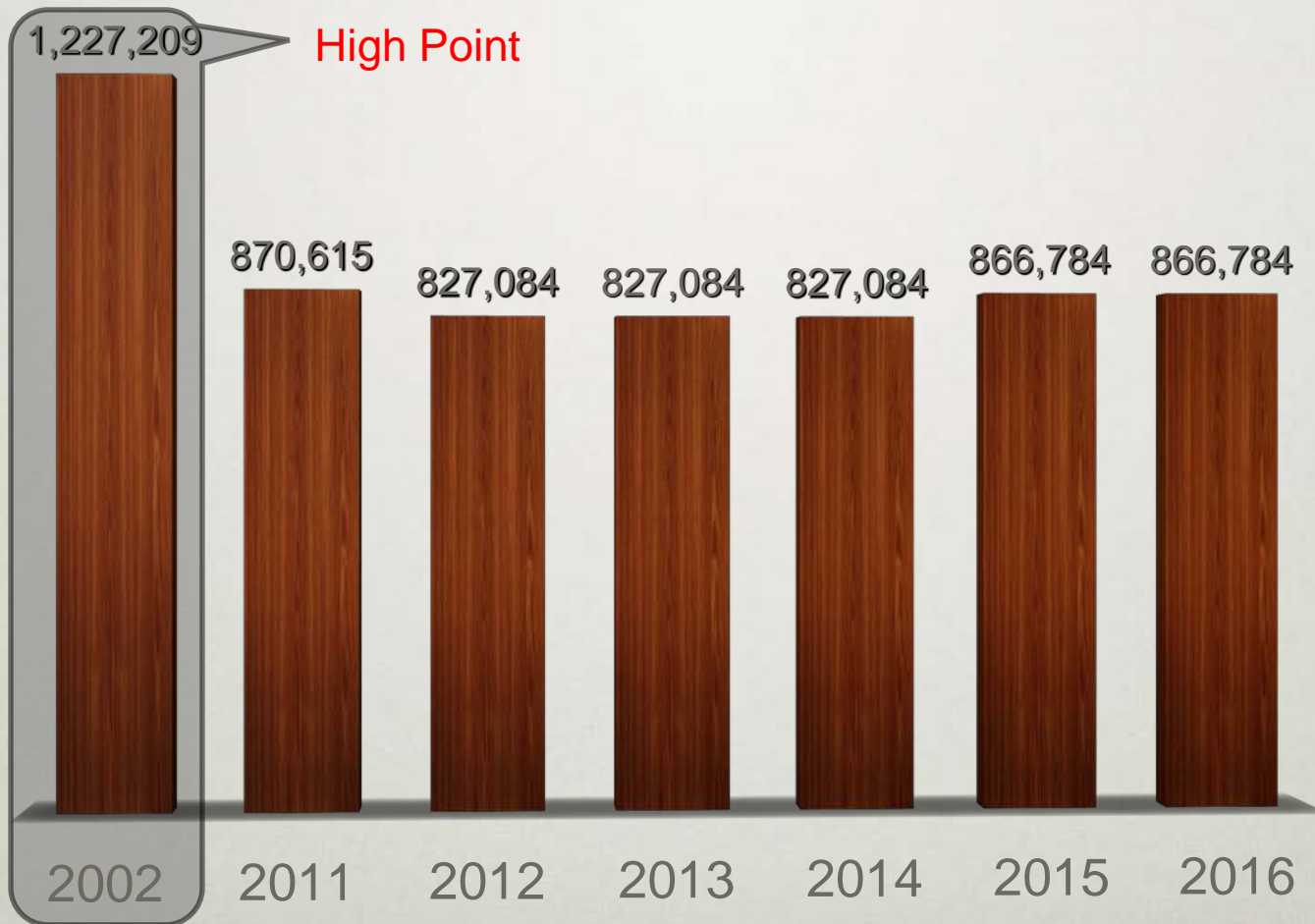
## Special Education Fund Tax Levy



# Financial Trends & Information

## General Fund Section 81

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# Primary Budget Assumptions

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- Section 81 Revenues - **No Change**
- Taxable Values – **3.5% Increase**
- Wage Rates – **Subject to negotiation**
- Retirement Rate - **36%**
- Health Benefits - **“Hard Caps”**
- Annual Special Education Millage Distribution- **\$3,897,000**
- Supplemental Special Education Millage Distribution- **\$1,500,000**  
**(\$750,000 in FY 2014-2015, \$750,000 in FY 2015-2016)**

# Financial Trends & Information

## General Wage Changes

---



# General Fund Summary

	<b>Grants &amp; Consortia</b>	<b>State &amp; Local</b>	<b>Total</b>
<b>Revenues</b>	\$14,620,317	\$1,683,489	\$16,303,806
<b>Expenditures</b>	14,620,317	1,668,382	16,288,699
<b>Surplus</b>	<b>\$0</b>	<b>\$15,107</b>	<b>\$15,107</b>
<b>Beginning Fund Balance</b>			<b>\$1,326,735</b>
<b>Ending Fund Balance (8.2%)</b>			<b>\$1,341,842</b>

# General Fund

## Grants & Consortia Budgets

---

Consortia	\$9,702,483
Early Childhood Grants	4,283,370
Health Education Grants	381,425
Miscellaneous Grants	253,039
<b>Total (90% of Fund Expenditures)</b>	<b>\$14,620,317</b>

# General Fund Budget “Consortia”

---

Regional Transportation	\$7,039,818
Applied Technology	806,159
Technology Staff	558,004
WAY School	472,220
Administrative Software	393,375
Photocopier	310,000
Other	122,907
<b>Total</b>	<b>\$9,702,483</b>

# State & Local General Fund Expenditure Budgets

---

Administrative Services	\$1,218,954
Instructional Staff Development	362,270
County Truancy Officer/Pupil Accounting	87,158
<b>TOTAL</b>	<b>\$1,668,382</b>

# Special Education Fund Summary

	<b>Grants</b>	<b>Consortium</b>	<b>Total</b>
<b>Revenues</b>	\$5,993,828	\$26,882,159	\$32,875,987
<b>Expenditures</b>	5,993,828	27,612,194	33,606,022
<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>(730,035)</b>	<b>\$(730,035)</b>
<b>Beginning Unassigned Fund Balance</b>			<b>\$3,913,680</b>
<b>Ending Unassigned Fund Balance (9.5%)</b>			<b>\$3,183,645</b> <small>245</small>

# Special Education Fund Grant Budgets

---

Federal Individuals With Disabilities Education Improvement Act (IDEIA)	\$5,558,642
Early Childhood	284,686
Other	150,500
<b>Total</b>	<b>\$5,993,828</b>

# Special Education Fund Consortium Expenditure Budgets

---

Special Education Directors & Instructional Support Staff in Local Districts	\$11,410,000
Center Based Special Education Programs	6,624,000
Annual Special Education Millage Distribution	4,647,000
Specialized Transportation	3,782,000
Other Support Services	1,149,194
<b>Total</b>	<b>\$27,612,194</b>

# General Discussion About LESA Budget

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- Questions?

# Additional Information

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- Additional Information is available by contacting:
  - Dan Danosky, Superintendent, [dandanosky@livingstonesa.org](mailto:dandanosky@livingstonesa.org)
  - R. Michael Hubert, LESA Deputy Superintendent, [mikehubert@livingstonesa.org](mailto:mikehubert@livingstonesa.org)
  - Laura Walters, LESA Finance Director, [laurawalters@livingstonesa.org](mailto:laurawalters@livingstonesa.org)
- Or, visiting the LESA website at [www.livingstonesa.org](http://www.livingstonesa.org)

**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report #15-94**

**For Future Action**

Subject:

Policies:

5112	Entrance Age
5114	Foreign and Foreign-Exchange Student
5320	Immunization
5460	Graduation Requirements
8390	Animals on District Property
1100	District Organization

The policies are enclosed for a first reading. Revision language is marked in bold print and policies are noted as Revised or New.

Recommendation:

That the Board consider these policies as a first reading.

Rationale:

Neola, the district's policy service provider, has supplied the revised and new policies for board review and adoption. The policies will be grouped and provided to the Board over the next several meetings for adoption.

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve Policies 5112, 5114, 5320, 5460, 8390 and 1100 as presented.

Voice Vote:

- Ayes
- Nays



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

STUDENTS  
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### REVISED POLICY - VOL. 29, NO. 2

#### ENTRANCE AGE

The Board of Education shall establish student entrance age requirements which are consistent with Michigan Law and sound educational practices which ensure equitable treatment.

A child who turns six (6) years of age before December 1st must be enrolled on the first school day of the school year in which the child's sixth birthday occurs, and a child who turns six (6) years of age on or after December 1st must be enrolled on the first school day of the school year following the school year in which the child's sixth birthday occurs.

A. Prekindergarten

A child is eligible for entrance into the District's prekindergarten program if s/he attains the age of four (4) on or before December 1st of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten. Children attending prekindergarten shall be charged tuition in accordance with Board policy.

( ) No Kindergarten Offered by the District

A child who is a resident of the District and is at least five (5) years of age on the first day of enrollment of the school year may attend school in the District if no kindergarten program is offered.

B. Kindergarten

A child who is resident of the District and at least five (5) years of age on or before ~~October 1st of 2014, or September 1st, 2015 or any~~ **of the** school year of enrollment thereafter is eligible for entrance to the kindergarten program for that school year. The child may not be placed in an alternative program without permission of the parent.



# EOALA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

STUDENTS  
5112/page 2 of 3

C. Early Entrance

Upon written request by the parent or guardian, ~~a~~ **A** child who is a resident, **or is eligible to enroll and be counted in membership under the State school of choice provisions (M.C.L. 388.1705 & 1705c)**, but not yet five (5) years of age on or before ~~the specified eligibility date~~ **September 1st** for the applicable school year will be admitted to kindergarten under the following circumstances:

1. the child will have attained the age of five (5) by December 1st of the school year of enrollment; ~~and either 2 or 3 below;~~
2. the parent or guardian provides written notice to the District ~~by June 1st prior to the school year of enrollment~~ of intent to enroll the child **for that school year.**; ~~or~~
3. ~~the parent or guardian provides written notice to the District by August 1st prior to the school year of enrollment of intent to enroll the child, if the child became resident in the District after June 1st.~~

The District may make a recommendation to the parent or guardian that the child is not ready to start kindergarten due to age or other factors, but the decision whether to enroll the child will remain with the parent or guardian.

The District must allow early entry by nonresident Schools of Choice students, provided the parent/guardian notifies the District by the applicable notification date above (C. 2. or 3.) of the intent to participate in the early enrollment option and timely applies for and is selected under the District's Schools of Choice program.

The District shall notify the Department of Education by December 31st of each school year of the number of students enrolled under the Early Entrance exception for that school year.

- [ ] The District may allow Early Entrance for students who do not meet the eligibility requirements stated above, however such students will not qualify for state aid and therefore shall be charged tuition in accordance with Board policy.



**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

STUDENTS  
5112/page 3 of 3

( ) Preschool Children with Disabilities

Compensatory education programs may be provided for children with disabilities of preschool age, if they have been certified in accordance with the rules of the State and are not part of a district's special education program.

All such programs must comply with any applicable State and Federal requirements, such as least restrictive environment.

( ) Preschool - Disadvantaged Children

Readiness and compensatory education programs may be provided for disadvantaged children of preschool age, if they have been certified in accordance with the rules and requirements of the State, such as the Great Start Readiness Program.

All such programs must comply with any applicable State and Federal requirements.

| M.C.L. 380.1147, 380.1561, 388.1606, **388.1705 & 17-05c**  
IDEA, Part B; 34 CFR Part 300

Dear Colleague Letter, Feb. 29, 2012, U.S.D.O.E., Office of Special Education  
and Rehabilitative Services  
A.C. Rule 340.1754



# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

STUDENTS  
5114/page 1 of 3

### REVISED POLICY - VOL. 29, NO. 2

#### FOREIGN AND FOREIGN-EXCHANGE STUDENTS

The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having ~~foreign-exchange~~ **visitor** students as members of the student body of this District's **high school(s)**.

~~The Board will permit the admission of foreign students and foreign-exchange students (from recognized and approved student exchange programs) who are residing in this District. All nonresident students in both categories shall be eligible for admission on the same basis as other nonresident students.~~

#### **Exchange Visitor Program (EVP) for Nonimmigrant Students with J-1 Visas**

**The Board authorizes the Superintendent to consider a request to admit an exchange visitor student who meets the United States Department of State (USDOS) requirements and applies for admission through a sponsoring organization, and determine whether or not that student should be accepted.**

**In accordance with Federal law, an exchange visitor student will be selected and sponsored by an organization that has been approved by the USDOS. The Board, pursuant to Federal law, requires the sponsoring agency to secure prior written acceptance of the Superintendent for the placement of an exchange visitor student**

**in the District high school.**

**in a District high school.**

**After written acceptance of school placement is secured, the sponsoring agency should issue the certificate of eligibility for J-1 Visas to the exchange visitor student who meets the criteria established in Federal law for participation in an EVP.**

**Pursuant to Federal law the sponsoring agency is also responsible for selecting a host family who resides in the District for each exchange visitor student.**



# BOARD of MICHIGAN

## LOCAL TEMPLATES

BOARD OF EDUCATION

\_\_\_\_\_ SCHOOL DISTRICT

STUDENTS

5114/page 2 of 3

Lastly, pursuant to Federal law, a sponsoring agency can place no more than five (5) exchange visitor students

in the District high school.

in a District high school.

[NOTE: The following section is optional. If appropriate, include the following language that will permit a sponsor to place more than five (5) exchange visitor students.]

However, with Board approval, the Superintendent may request, in writing, the placement of more than five (5) students from a sponsoring agency

[Choose one of the following two (2) options to complete the sentence above.]

in the high school.

in a specific high school.

[END OF OPTION]

[NOTE: The following section is optional]

Student and Exchange Visitor Program for Nonimmigrant Students with F-1 Visas

The Board authorizes the District to petition for approval to provide a Student and Exchange Visitor Program (SEVP). As an authorized SEVP provider, the District will issue the certificate of eligibility to nonimmigrant students who complete the application process successfully, which will enable them to apply for an F-1 Visa.

*not through a program more of 9 relative.*



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

\_\_\_\_\_ **SCHOOL DISTRICT**

**STUDENTS**

5114/page 3 of 3

Participation by nonimmigrant students in this program will be consistent with Federal law that requires the following:

- A. the student possess sufficient English language proficiency to participate in the high school curriculum
- B. the student's participation does not exceed an academic year
- C. the student pays to the Board the full amount of tuition prior to the commencement of the academic term of attendance
- D. the student otherwise maintains his/her lawful temporary immigration status

[END OF OPTIONAL SECTION]

### Other Nonimmigrant Students

This policy does not apply to nonimmigrant students with citizenship in countries other than the United States who are not participating in an approved exchange visitor program at a District school



or who are not sponsored by the District so they can attend a school in the District as participants in the student and exchange visitor program (SEVP) on a valid F-1 visa.

All other nonimmigrant students with citizenship in countries other than the United States who seek to enroll in the District's schools are subject to State law and the District's policies regarding enrollment and, if applicable, tuition.

8 C.F.R. 214 et seq.

8 U.S.C. 1101 (Immigration Reform and Control Act)

M.C.L. 380.1147

1985 O.A.G. 6316

Plyer v Doe, 457 U.S. 202 (1982)

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# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

STUDENTS  
5320/page 1 of 2

### REVISED POLICY - VOL. 29, NO. 2

#### IMMUNIZATION

[ ] The Board of Education believes that immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the ~~State Health Department~~ **of Health and Human Services (DHHS)** regulations.

Students must meet the immunization requirements set by State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on Form 5320 F2.
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. **Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.** ~~The parents must submit Form 5320 F3 before a waiver is granted.~~
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

\_\_\_\_\_ **SCHOOL DISTRICT**

**STUDENTS**

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When the District provides information on immunizations, infectious disease, medications, or other school health issues to parents and guardians of students in at least grades 6, 9, and 12, the Board shall include information about meningococcal meningitis and, the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

M.C.L. 333.9201 et seq., 380.1177, 380.1177a  
A.C. 325.176

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**BOARD OF EDUCATION**

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**REVISED POLICY - VOL. 29, NO. 2**

**GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

**The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.**

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;



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## LOCAL TEMPLATES

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I. international baccalaureate or other "early college" programs; or

~~J. on-line class.~~

**J. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum.**

**K. on-line class**

[ ] Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

**[NOTE: Must select unless the District has required each teacher of each course that provides the required credits of the Michigan merit curriculum to integrate an on-line experience into the course.]**

**[NOTE: This option is provided to address Best Practice Incentive for Fiscal Year 2012-13.]**

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if s/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if s/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.



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The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided s/he completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

For elective courses, which are not State-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Such credit ( ) <sup>keep as is</sup> shall ( ) shall not be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

**The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.**



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Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

M.C.L. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b

20 U.S.C. 1400 et seq.

20 U.S.C. 1401 et seq.

29 U.S.C. 794

42 U.S.C. 12131 et seq.

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**REVISED POLICY - VOL. 29, NO. 2**

**ANIMALS ON DISTRICT PROPERTY**

**Introduction**

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

**Definitions**

- A. **"Animal"**: includes every vertebrate other than a human.
- B. **"Service animal"**: pursuant to 28 C.F.R. Section 35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."



# NEOLA of MICHIGAN

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The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

### OPTION 1

*optional no*

[NOTE: The following section should be included in the policy only if the District intends to require this of any animal brought onto District property for official purposes or on a regular/recurring basis.]

#### Vaccination, Licensing and/or Veterinary Requirements

Animals, ~~including service animals~~, housed on or brought on to District property **for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property** on a regular basis **for any purpose, including service animals**, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

[END OF OPTION 1]

#### **Non-Service Animals in Schools and Elsewhere on District Property**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member **due to a disability (e.g., who has a seizure disorder)**, those that provide a reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as service animals as required by Federal and State law.



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Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit **non-service** animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have an **non-service** animal in his/her classroom shall:
  - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
  - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
  - 4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of an **non-service** animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.



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**Service Animals for Students**

**A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.** ~~The student's need for and use of the service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan.~~

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare ( ) or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

~~A service animal that meets the definition set forth in the ADA and this policy shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.~~  
**A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.**

**If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09. (background check)**

*This policy checks service animal helpers through to state police data base like volunteers.*



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### **Required Documentation**

The following documentation is required prior to a service animal being allowed at school or other Board property:

- A. Current IEP or Section 504 Plan that includes a provision regarding the use of a service animal.
- B. Current satisfactory health certificate or report of examination from a veterinarian for the service animal as required by this policy for all animals that are regularly present on District property.
- C. Criminal background check for the handler, if the handler is not the student, in the same manner as required of vendors, individuals, or other entities under contract with the Board.

The Principal is responsible for determining whether the required documentation has been provided for the student's service animal. When the required documentation has been provided, the service animal will be permitted to accompany the student with a disability anywhere on the school campus where students are permitted to be.

### **Removing and/or Excluding a Student's Service Animal**

In instances when a service animal has demonstrated that it is not under the control of the student or its handler, the Principal is also responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property. **If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.**

In instances when the service animal has demonstrated that it is not sufficiently housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property. **Similarly, in instances when the service animal has demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.**



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The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in **Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity**. ~~AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures.~~

The procedures set forth in **Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity** ~~AG 2260B - Complaint Procedures for Nondiscrimination and Equal Educational Opportunity/Access~~ are not intended to **do not** interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights **or the Department of Justice.**

### **Eligibility of a Student's Service Animal for Transportation**

~~In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and his/her accompanying service dog to access School District transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.~~ **A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.**



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**When** ~~Before~~ a service animal is **going** ~~permitted~~ to ride on a school bus or other Board-owned or leased vehicle, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall ~~comply with the following:~~

- A. The ~~( )~~ Principal ~~( )~~ Transportation Supervisor ~~( )~~ \_\_\_\_\_ shall meet with the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, and the driver and bus assistant, if any. The student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, is responsible for providing information to the driver and bus assistant, if any, regarding critical commands needed for daily interaction and emergency/evacuation. **meet with the ~~X~~ Principal ~~X~~ Transportation Supervisor ( ) \_\_\_\_\_ to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.**
- B. The Principal shall ~~make arrangements for the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to provide an orientation for students who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.~~ **At the discretion of the ~~X~~ Principal ~~X~~ Transportation Supervisor ( ) \_\_\_\_\_ an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.**
- C. The service animal ~~must participate in bus evacuation drills with the student.~~

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. **The service animal must participate in bus evacuation drills with the student.**

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet. ~~A representative of the Transportation Office will meet with the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to determine whether the service animal should be secured on the bus/vehicle with a tether or harness.~~



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Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the

- ( ) Transportation Supervisor.
- ( ) Principal.
- ( ) \_\_\_\_\_.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

### **Service Animals for Employees**

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with **reasonable** accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. **The request will be handled in accordance with the ADA mandated interactive process.** ~~As required of all animals under this policy, an employee with a disability who utilizes a service animal as an accommodation must provide a current satisfactory health certificate or report of examination from a veterinarian for the animal.~~



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**Service Animals for Parents, Vendors, Visitors, and Others**

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

~~As required of all animals under this policy, an individual with a disability who has a service animal will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal if they will visit an area of the District's facilities on a regular basis.~~

~~An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.—If the individual with a disability will attend a regularly scheduled series of events with his/her service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.~~

28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

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Brighton Area Schools  
Bylaws & Policies

\* OBSOLETE

1100 - DISTRICT ORGANIZATION

The Board of Education recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The schools of this District shall be organized as follows:

Miller Early Childhood Center - K

- Elementary schools - Grades 1 through 5
- Middle high school - Grades 6 through 8
- High school - Grades 9 through 12

The Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of District resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.

The Superintendent shall be the chief executive officer of the School District. The Superintendent shall define and establish those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose function and funding of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system.

M.C.L.A. 380.1261, 380.1286

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## **1100 - DISTRICT ORGANIZATION**

The Board of Education recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of District resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.

The Superintendent shall be the chief executive officer of the School District. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.

It is the Board's intent to maintain an operational and technical staff with a high level of competence.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-95**

**For Future Action**

Subject:

Annual Michigan High School Athletic Association Membership Resolution

Recommendation:

To adopt the resolution as presented.

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To adopt the resolution as presented.

Voice Vote:

Ayes

Nays



michigan high school athletic association

John E. Roberts, Executive Director

1661 Ramblewood Drive • East Lansing, MI 48823-7329 • 517-332-5046 • Fax 517-332-4071 • Web mhsaa.com

TO: Superintendents of Schools

FROM: John E. Roberts, Executive Director *JER*

DATE: May, 2015

SUBJECT: 2015-16 Membership – **Take Action Now!**

Unlike classroom courses of our schools, the interscholastic athletic program requires opponents; and to help promote a level playing field for competition, the interscholastic athletic program requires some organization to provide a forum to assist in developing competitive standards and to help assure they are maintained. For many years, many schools have worked through the Michigan High School Athletic Association to establish a common set of rules, for the orderly administration of an interscholastic athletic program which promotes academic integrity and competitive equity.

According to Michigan Attorney General Opinion #4795 of 1977, any local board of education which desires to do so may voluntarily join the MHSAA by adopting the rules of the association and agreeing to enforce those rules with respect to its schools. Institutional control remains the key to this organization.

Enclosed are two copies of the MHSAA Membership Resolution for the year August 1, 2015 through July 31, 2016. A copy describing essential eligibility requirements in PDF format may be downloaded from the MHSAA web site at MHSAA.com.

Each school district which wishes one or more schools to participate in MHSAA tournaments and benefit from MHSAA services must schedule on its board of education agenda the adoption of the Membership Resolution. The Resolution should be signed in sufficient time to prevent a lapse in membership (before August 1). A lapse in membership, even though for only a week, can create unnecessary problems should there be claims under the catastrophic medical insurance plan or the new concussion care insurance (see enclosed information) or if eligibility rulings are to be made during that period.

While it is not a prerequisite to conducting an interscholastic athletic program, MHSAA membership is required for all school districts which wish their high schools to participate in MHSAA post-season tournaments. If the Membership Resolution is not signed and returned by the fourth Friday after Labor Day (September 30), your district's schools may not enter MHSAA post-season tournaments during 2015-16.

If the Membership Resolution is being returned from a multi-school district or diocese, please list ALL junior and senior high schools for which membership is requested. We strongly urge that all junior high/middle schools become MHSAA members, subject to MHSAA rules that are especially designed for students of that age and educational programs of that level. In order to assure compatible philosophies and equitable opportunities and competition, you are urged to invite all the junior high/middle schools against which yours compete or which feed into your high schools to **275** also become MHSAA member schools if they are not already.

-Over-

The Membership Resolution obligates the listed schools of your district to follow the standardized rules if your schools wish to qualify for and participate in MHSAA post-season tournaments, and it obligates your administration and board of education to enforce those rules.

**Complete the Membership Resolution only if your district intends to fulfill these obligations without exception.**

Also enclosed is a copy of the minutes of the MHSAA Representative Council Meeting held May 3-4, 2015. Regulation CHANGES as indicated in the minutes will be published in the 2015-16 *Handbook*, which we anticipate receiving from the printer before June 15. Copies will be sent to each superintendent and each member school immediately after delivery to our office. Please review the minutes of the Representative Council's Dec. 6, 2014 and March 27, 2015 meetings where other changes for 2015-16 were developed. Minutes can be found on the Administrators page on mhsaa.com.

Thank you for your cooperation with these first procedures for the 2015-16 year of inter-scholastic athletics, which we will try our very hardest to make the very best experience possible.

**POINTS OF EMPHASIS FOR 2015-16**

1. It is a condition of membership that each board of education/governing board adopt a code of good sportsmanship for its athletes, coaches and spectators, on educational program to promote good sportsmanship and a system of progressive discipline for failures to behave according to the code of good sportsmanship. It is a condition of membership that this code of good sportsmanship, and/or a separate code of conduct for athletics, must prohibit use of illegal performance enhancing substance and specify a period of ineligibility for students who violate the school's policy.
2. Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests; and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.
3. This fall, the second of three enhancements to the health and safety preparation of coaches takes effect. Last year, high school assistant and sub varsity coaches were required to complete a rules and risk management requirement similar to high school varsity head coaches. In the fall of 2015, all high school varsity head coaches must be CPR certified. In the fall of 2016, all individuals hired after July 31, 2016 to be a high school varsity head coach for the first time in Michigan must have completed the MHSAA's Coaches Advancement Program Level 1 or 2.

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2015 — through July 31, 2016

### LIST ON BACK

\_\_\_\_\_ the Secondary School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2015-16 must be listed on the back of this form)***

\_\_\_\_\_ City of \_\_\_\_\_

County of \_\_\_\_\_, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2015 and shall remain effective until July 31, 2016, during which the authorization may not be revoked.

### RECORD OF ADOPTION

*The above resolution was adopted by the Board of Education/Governing Body of the*

\_\_\_\_\_ School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2015,  
*and is so recorded in the minutes of the meeting of the said Board/Governing Body.*

\_\_\_\_\_  
(Governing Body Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
Board Secretary Signature  
or Designee

Check if Designee

# Schools Which Are To Be MHSAA Members During 2015-16

**NOTE:** Pursuant to the MHSAA Constitution, "All high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has an enrollment and on-site attendance of at least 15 students, weather for grades 7 and 8, or 7 through 9, or 10 through 12, or 9 through 12; and (b) if nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization." If enrollment falls below the minimum, the school must notify the MHSAA and its membership will be subject to suspension.

**\*Senior High School(s)**

**\*Junior High /Middle School(s)**  
(Include how many students in grades 7th & 8th)

\*Even if all grades are housed in one school building. The below columns must be completed separately in order for schools serving 7-12 grades to be included as members. 7th&8th grade enrollment must be included for JH/Middle Schools.

1. _____	1. _____ (     )
2. _____	2. _____ (     )
3. _____	3. _____ (     )
4. _____	4. _____ (     )
5. _____	5. _____ (     )
6. _____	6. _____ (     )
7. _____	7. _____ (     )
8. _____	8. _____ (     )
9. _____	9. _____ (     )
10. _____	10. _____ (     )
11. _____	11. _____ (     )
12. _____	12. _____ (     )
13. _____	13. _____ (     )
14. _____	14. _____ (     )
15. _____	15. _____ (     )
16. _____	16. _____ (     )
17. _____	17. _____ (     )
18. _____	18. _____ (     )
19. _____	19. _____ (     )
20. _____	20. _____ (     )

**If necessary, list additional schools on a separate sheet.**

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**Report #15-96**

**For Future Action**

Subject:

Elementary School Handbook Revisions.

Recommendation:

To adopt the revisions as presented.

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To adopt the 2015/16 Elementary School handbook as presented.

Voice Vote:

- Ayes
- Nays



## **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

### ~~**Lindbom Elementary School**~~

~~1010 State Street, Brighton, Michigan 48116-1300  
810/299-4400~~

### **Spencer Elementary School**

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

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## **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

| ~~Gregory B. Gray, Ph.D.,~~ Superintendent of Schools Office..... 299-4040

| ~~Maria Gisting, Ph.D.,~~ Assistant Superintendent of Finance Office.....229-4030

| ~~Laura Surrey, Ed.D.,~~ Executive Director of Instructional Services Office.....229-4010

| ~~Howard Schwager,~~ Assistant Superintendent of Human Resources Office.....229-4090

Brighton High School..... 299-4100

Scranton Middle School ..... 299-3700

| Maltby ~~Intermediate Middle~~ School ..... 299-3600

Hawkins Elementary School ..... 299-3900

Hilton Elementary School ..... 299-3950

Hornung Elementary School ..... 299-4450

| ~~Lindbom Elementary School~~.....~~299-4400~~

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,

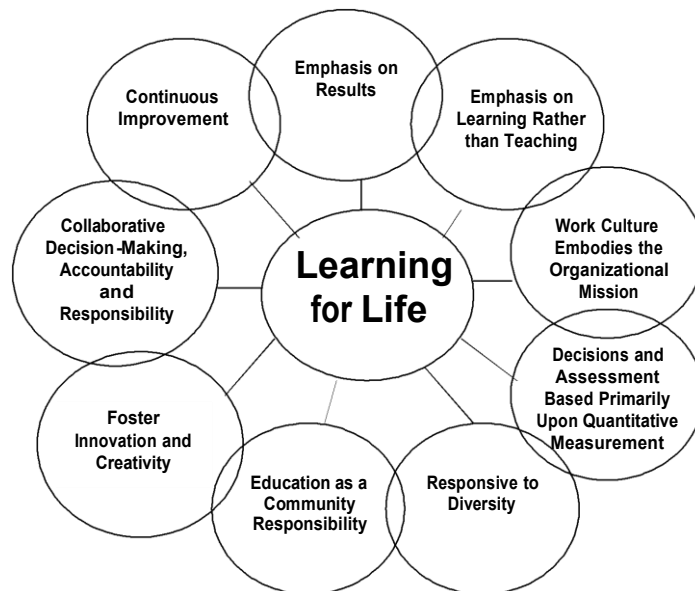
The Elementary Principals of Brighton Area Schools

## 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 arrived 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. ~~Effective immediately, a flat fee of \$25.00 may be assessed to parents/guardians who drop off students before designated start time and/or pick up later than 4:00PM.~~

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

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

### **Asthma Inhalers**

It is not advisable for 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, ~~Kathy Posly~~, at 299-4100, extension 436, to make arrangements.

### **Animals in the Classroom**

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

### **Daily Activities**

Students maintain a very busy academic schedule, including opportunities for Media Center, Art, Music, Physical Education, World Language, and Computer Lab. ~~Enrichment activities may include Student Council, Safety Patrol, Choir and TEAM (all grades). Also, the building PTO may sponsor such activities as assemblies, Young Astronauts, Odyssey of the Mind, etc.~~ 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. ~~Other activities such as Future Problem Solving, Odyssey of the Mind, etc. may also be offered at individual elementary schools.~~

## **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-5~~ 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](http://bas.k12.mi.us).

~~There is a kindergarten nutrition break program available through the schools. Notices are sent home every semester for any interested parents. It is important to have the child understand that using the lunchroom is a privilege for all students. Proper behavior is important or the lunchroom privilege may be removed. (See Elementary Code of Conduct.)~~

## Recess

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

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

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

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

## Money and Other Valuables

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

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

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

- Students who bring any of these devices recognize that they incur a risk of such equipment being lost or stolen.
- All devices must be turned off during regular school hours unless given authorization by an administrator or teacher.

- Any violation of the rules, expectations or considerations set by the building administration will result in its revocation for the balance of the school year.

### Parents Moving

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

### School Closings

Information on school closings will 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.

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## Elementary Code of Conduct

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### **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 filling 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-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.

**First Offense—**Suspension (ten days) 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.

**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)

~~Lindbom 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**

~~Regularly scheduled parent teacher conferences~~ 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. ~~Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates.~~

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

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

The following codes are used on elementary report cards:

### Academic Reference Code

~~K-2~~

~~\* Concept Introduced~~

Grading Scale

K - 4

4. Secure

3. Progressing

2. Emerging

1. Area of Concern

\* Introduced

~~1. Secure~~

~~2. Developing~~

~~3. Area of Concern~~

### Grades 3-4 Academic Codes:

~~(Grade 3 for math, science and social studies only)~~

~~93-100%.....A ----- 73-76%.....G~~

~~90-92%.....A ----- 70-72%.....C~~

~~87-89%..... B+ ----- 67-69%.....D+~~

~~83-86%..... B ----- 63-66%.....D~~

~~80-82%.....B ----- 60-62%.....D-~~

~~77-79%.....C+ ----- Below 60% ....E~~

### ~~Behavior Code~~

~~Usually~~

Sometimes

Rarely

### **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**

~~Testing for the Michigan Education Assessment Program (MEAP) State testing~~ generally occurs during the ~~month of October~~ 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 ~~and~~ Directions for Fire, Severe Weather, and Lockdown Drills ~~and Tornado Drills~~ are written in teacher's plans, posted in each classroom.

### **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.

## 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 we randomly check references~~ of our volunteers ~~with the legal system~~ in accordance with school policy #3120.99. Your signature on the Volunteer Pledge form authorizes the district to make such checks, and releases the district of any obligation should the volunteer become ill or receives an injury as a result of his/her volunteer services. Parents who volunteer are asked to sign in and out at the school office each time they spend volunteer time in any building. Volunteer tutors may be available in specific content areas for selected students.

Dear Parent/Guardian,

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines (available on the BAS website, [click here](#)), and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators and officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on the Board’s servers would vest in my child upon creation, I agree to assign those rights to the Board.

For my child to use District technology systems:

- I give permission for my child to use and access the Internet at school and for the Board to issue and Internet/email account to my child.
- I give my permission for my child’s image (photography) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit “live” images of my child (as part of a group) over the internet via a webcam.
- I authorize and license the Board to post my child’s class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child’s first name will accompany such class work.

➔ **Parent/Guardian’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dear Student,

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board’s computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

➔ **Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

@ NEOLA



### **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: \_\_\_\_\_

@ NEOLA

## Brighton Area Schools Acceptable Use Policy

### A. OVERVIEW

1. Internet access is available to staff and students of the Brighton Area Schools (the District). We are pleased to bring this access to the district and believe the Internet offers vast, diverse, and unique resources to users. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.
2. The Internet is an electronic highway connecting networks, computers, and subscribers worldwide. Users will have conditional access to:
  - a. Electronic mail communication, which is the sending and receiving of messages through the use of a computer account and password.
  - b. The worldwide web, which includes, for example, Public domain software and shareware, university library catalogs newspapers and magazines, financial, travel, and weather updates, lesson plans and resources for educators, research, and government information.
  - c. Bulletin board services.
3. Brighton Area Schools provides the use of technology, which is defined in this policy as including, but not limited to, the use of software, audio and video media, computers and hardware peripherals, networks, satellite and telecommunication equipment, cable television equipment, and video and audio equipment owned or leased by Brighton Area Schools and available for equitable information and communication resources in Brighton Area Schools.
4. Brighton Area Schools provides technology in furtherance of educational goals and mission of the District.
5. The intent of the Brighton Area Schools' acceptable use policy is to ensure that all uses of technology are consistent with its stated purpose. As part of the consideration for making District technology available to Brighton Area Schools, staff and students, users agree to use this technology for appropriate educational purposes. Rules have been outlined in this acceptable use policy. These rules are provided here so that users are aware of their responsibilities. In general, this requires efficient, ethical and legal utilization of the network resources. The intent of the use of the policy is to make clear certain cases, which are consistent with the purposes of the system, not to exhaustively enumerate all such possibilities.
6. The use of Brighton Area Schools technology is a privilege, not a right, which can be revoked at any time by the District. Any questions that users may have concerning appropriate use should be addressed to the Technology Director.
7. With worldwide access also comes the availability of material that may not be considered to be of educational value. On a global network it is impossible to control all materials and an industrious user may discover controversial information. Brighton Area Schools firmly believes that the valuable information and interaction available on this worldwide network outweighs the possibility that

users may procure material that is not consistent with the mission and education goals of the district.

## **~~B. Rights and Responsibilities~~**

### ~~1. Certain Access Prohibited~~

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

~~In order to assist parents, the Board directs the superintendent or his/her designee to develop and enforce a system or method in Brighton Area Schools libraries open to the public that is designed to prevent minors from viewing obscene matter or sexually explicit matter that is harmful to minors. In addition, the school district implemented filtering software intended to block minor's access to visual depictions that are obscene, child pornography, harmful to minors, or that the school district determines to be inappropriate for minors. Minors may use e-mail and other forms of direct electronic communications only for education purpose and only when supervised by an adult.~~

~~Despite the precautions that the school district may take to prevent access to potentially objectionable content, the district does not guarantee that school officials will control user access to such materials, or that users will not have access to such materials while using the school district's technological resources.~~

### ~~2. Warranties Not Provided~~

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

~~The system administrators and the Board do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the users' requirements or that the operation of the system will be uninterrupted or error free or that defects in the system will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties; express or implied, including without limitation, those of merchantability and fitness for a particular purpose, with respect to any services provided it and any information or software contained therein.~~

~~The Brighton Area Schools is not liable for any information or data that may be lost, damaged, or unavailable due to technical or other difficulties, delays, non-~~

~~deliveries, misdeliveries, or service interruptions caused by its own negligence or the user's error or omissions.~~

~~The district is not responsible for any damages caused to a user's own hardware or software incurred from downloading computer viruses or other containments.~~

~~Electronic mail is not considered private communication. It may be reposted. It may be accessed by others and is subject to subpoena and Freedom of Information Act requests. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.~~

### ~~3. Rules~~

~~Because of the complex association between Brighton Area Schools and other agencies, schools, and networks, the end user of any of these networks and services must adhere to strict rules. These rules are provided here so that staff and students are aware of the responsibilities they are about to acquire. The Superintendent may modify these rules at any time by publishing the modified rule(s). The signature(s) at the end of this document are legally binding and indicates the party(ies) who signed has (have) read the terms and conditions carefully and understand their significance.~~

#### ~~a. Misuse ... definition and penalty~~

~~Users of district technology will be responsible for its use and misuse. Appropriate use of district technology is defined as use in furtherance of the educational goals and mission of the district. Users should consider any use that does not fall under the above mission statement and general information as being potential misuse for which loss of technology use and disciplinary consequences may occur. Any questions should be referred to the Technology Director.~~

#### ~~b. Privileges~~

~~Brighton Area Schools users are privileged to:~~

~~Use all authorized hardware and software to facilitate learning and enhance appropriate educational information exchange.~~

~~Access information from outside resources, which facilitate learning and enhance appropriate educational information exchange.~~

~~Access other networks and the Internet to retrieve and submit information to facilitate appropriate learning and enhance appropriate information exchange.~~

#### ~~c. Responsibilities~~

~~Brighton Area Schools users are responsible for:~~

~~Utilizing district technology for facilitating appropriate learning and enhancing appropriate educational information exchange consistent with the purposes of the district.~~

~~Appropriate use and care of technology and attending appropriate training sessions.~~

~~Adhering to the rules established for the use of hardware, software, labs, networks in the district or through remote access outside of the district.~~

~~Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.~~

~~Having all disks or videos scanned for virus, dirt, or other contamination, which might endanger the integrity of district hardware, software, and networks before they are used in the systems.~~

~~All materials received via the Internet under their account. They accept responsibility for keeping all pornographic\* material, inappropriate files, or fields dangerous to the integrity of the school's network, equipment or software from entering the district via the Internet or from being reproduced in visual, digital, or written format.~~

~~\*Pornography is defined as any representation of sexually explicit behavior.~~

~~Maintaining the integrity of the electronic mail (e-mail) system.~~

~~Adhering to U.S. or state laws and regulations, trade secrets, fair use, software reproduction, and copyright guidelines in the use of hardware, software, and in transmission or copying of text or files on the Internet from other sources.~~

~~Limiting use of disk space and deleting files and e-mails in a timely manner.~~

~~d. On-line Conduct~~

~~Users are prohibited from using technology for commercial activity product advertisement or political lobbying, or for making any financial commitments on the Internet.~~

~~Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.~~

~~e. Network Etiquette~~

~~Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:~~

~~Be polite. Do not get abusive in your messages to others.~~

~~Use appropriate language. Do not swear; use vulgarities, or any other inappropriate language.~~

~~Illegal activities are strictly forbidden.~~

~~Do not reveal your personal address or phone numbers, or those of colleagues or students.~~

~~Do not use the network in such a way that you disrupt the use of the network by other users.~~

~~All communications and information accessible via the network shall be assumed to be private and should not be copied or used in whole or in part by any person other than the author.~~

~~f. Computer System Security~~

~~Security on any computer system is a high priority, especially when the system involves many users. If a user feels that they can identify a security problem on the system, the user must notify their teacher. The user shall not demonstrate the problem to others.~~

~~g. Passwords~~

~~Passwords to the system should not be easily determined by others, nor should they be words, which are found in a dictionary. Attempts to log in to the system using another user's account or as a system administrator will result in termination of the account. Users shall immediately notify their teacher if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk may be denied access to the system.~~

~~h. Vandalism~~

~~Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, equipment, software, the system, or any other of the agencies or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.~~

~~**C. Consequences of Inappropriate Network Behavior**~~

- ~~1. Any user who does not comply with the Acceptable Use Policy may receive a warning letter, lose network and technology privileges for a determined period of time, or incur financial liability or legal action. Repeated or severe infractions of the policy may result in permanent termination of privileges.~~
- ~~2. The district does not take responsibility for resources located or actions taken by Brighton Area Schools users that do not support the purposes and mission of the district.~~

1-20-97  
rev. 6-30-06

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**May 26, 2015**

**For Information**

Finance:

1. Bills for payment/April 24 – May 15, 2015.

**Check Register**

District: BG-Brighton Area Schools  
Run Date: 5/15/2015 4:54:29PM

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
013050	05/15/2015	00655	ACE-TEX ENTERPRISES	16183 C	11-127-5110-031-562-3440	SUPPLIES GRAPHICS	260.64	260.64
013051	05/15/2015	04095	ANYONE CAN PAINT LLC	16184 C	21-391-4913-000-000-0000	LANDSCAPE PAINT 4/2	140.00	140.00
013052	05/15/2015	04411	ART IN BLOOM	16166 C	62-431-2016-031-000-0000	HS PROM/ROSES&WIRE	239.00	239.00
013053	05/15/2015	04645	ASBESTOS ABATEMENT INC	16196 C	41-456-6220-001-000-2013	ABATE FLOOR TILE/HAWK	1,768.04	
				16197 C	41-456-6220-031-000-2013	ABATE PIPE INSUL/HS	13,270.60	15,038.64
013054	05/15/2015	00393	AT&T		11-261-3412-000-000-0000	T1 LINES/TRANSP/MAY	442.99	442.99
013055	05/15/2015	05181	JAMES B C YU	16186 C	21-137-3110-000-000-0000	TAE KWON DO 1/13-5/5	734.50	734.50
013056	05/15/2015	07025	BODDE GOLF SHOP INC	16222 C	62-431-8730-000-000-0000	ATH B GOLF/SHIRTS	2,250.00	2,250.00
013057	05/15/2015	05226	BP		11-232-3220-000-000-0000	SUPT GASCARD4/13-5/5	362.02	362.02
013058	05/15/2015	07321	BRIGHTON HIGH SCHL PTO		62-431-1850-031-000-0000	HS CEDAR PT/REF PTO	70.00	
				16165 C	62-431-3220-031-000-0000	HS FORENSICS/ACCTBAL	374.98	
				16165 C	62-431-3400-031-000-0000	HS GSA/RET PTO DONAT	300.00	
				16165 C	62-431-3910-031-000-0000	HS SR PARTY TICKET	35.00	779.98
013059	05/15/2015	07372	BRIGHTON PAINT CO	16192 C	11-261-5992-000-000-0000	MAINT SUP	91.71	91.71
013060	05/15/2015	08318	CEI MICHIGAN LLC	16193	11-261-4120-000-000-0000	ROOF LEAK REPR/MALT	255.50	255.50
013061	05/15/2015	09670	CITY OF BRIGHTON		11-266-3190-031-000-0000	HS POLICE/PMT 9/MAY	7,966.30	
					11-266-3190-031-000-0000	HS POLICE/PMT 10/JUN	7,966.30	15,932.60
013062	05/15/2015	10785	CONSUMERS ENERGY		11-261-5510-031-000-0000	HS CONCESSION-4/29	146.44	
					11-261-5510-031-000-0000	HS IND ARTS-4/29	7.72	
					11-261-5510-031-000-0000	HS GAS 3/31-4/29	2,639.16	2,793.32
013063	05/15/2015	11060	CORRIGAN OIL COMPANY	16194 C	11-261-4120-000-000-0000	TOW HI-LO/LINDZBECC	94.00	94.00
013064	05/15/2015	11424	CRYSTAL GARDENS	16201 C	62-431-2016-031-000-0000	HS PROM 5/16/15 BAL	34,253.36	34,253.36
013065	05/15/2015	12547	DELTA MANAGEMENT ASSOCIATES I		12-451-0500-000-000-0000	GARNISH W/H 05/15	211.68	211.68
013066	05/15/2015	13663	DISCOUNT SCHOOL SUPPLY	15943 C	21-351-5990-000-000-0000	TOT SPOT SUPPLIES	774.32	774.32
013067	05/15/2015	11871	DTE ENERGY		11-261-5520-000-000-0000	BECC 3/25-4/23	196.11	
					11-261-5520-000-000-3310	BRIDGE 3/25-4/23	457.58	
					11-261-5520-001-000-0000	HAWK 3/26-4/25	564.10	
					11-261-5520-021-000-0000	SCRN 3/27-4/27	1,177.42	
					11-261-5521-000-000-0000	TRAN 3/25-4/23	222.30	
					21-261-5520-002-000-0000	CE 3/25-4/23	522.76	3,140.27
013068	05/15/2015	15100	EZI DESIGN LLC	16160 C	21-331-5980-000-000-0000	BCPA LIGHT BULBS	908.95	908.95
013069	05/15/2015	22765	GELARDI PRODUCE CO		21-297-5610-000-000-0000	FOOD/APR	910.30	910.30

**Check Register**

District: BG-Brighton Area Schools  
Run Date: 5/15/2015 4:54:29PM

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013070	05/15/2015	25080	GRAND BLANC PRINTING	16162 C	11-249-3610-031-000-3310	CE SUMMER BROCHURE	504.04	
				16162 C	21-137-3610-000-000-0000	CE SUMMER BROCHURE	3,024.24	
				16162 C	21-311-3610-000-000-0000	CE SUMMER BROCHURE	4,032.31	
				16162 C	21-321-3610-000-000-0000	CE SUMMER BROCHURE	1,008.08	
				16162 C	21-331-3610-000-000-0000	CE SUMMER BROCHURE	504.04	
				16162 C	21-351-3610-000-000-0000	CE SUMMER BROCHURE	504.04	
				16162 C	21-391-3610-000-000-0000	CE SUMMER BROCHURE	504.04	10,080.79
013071	05/15/2015	27450	HEATHER IMLAY STUDIOS	16185 C	21-137-3110-000-000-0000	ACRYLIC PAINT 3/10	140.00	140.00
013072	05/15/2015	27635	MARY T HEPP	16157 C	21-137-3110-000-000-0000	DOG TRAIN 3/3-4/22	2,310.75	2,310.75
013073	05/15/2015	32853	INSTRUMENTALIST AWARDS LLC	16168 C	11-113-5110-031-038-0000	HS BAND TCH SUP	77.00	77.00
013074	05/15/2015	33619	JACKSON PUBLIC SCHOOLS		11-226-3190-000-006-0000	SHARED SERV REV/15%	110,620.46	110,620.46
013075	05/15/2015	34306	JOHNNY MAC'S SPORTING	16147 C	62-431-8791-000-000-0000	ATH TRACK-GIRLS	826.50	826.50
013076	05/15/2015	41230	MEIER FLOWERLAND INC	16207 C	62-431-8710-000-000-0000	CHEER FDRAISER/CARDS	2,950.00	
				16221 C	62-431-8710-000-000-0000	CHEER FDRAISER/CARDS	250.00	3,200.00
013077	05/15/2015	43619	MICH GUARANTY AGENCY		12-451-0500-000-000-0000	GARNISH W/H 05/15	156.07	156.07
013078	05/15/2015	43627	MI HIGH SCHOOL ATHL-	16148 C	62-431-5900-000-000-0000	COACH/CAP 2/STEWART	60.00	60.00
013079	05/15/2015	44870	MICHIGAN TENT RENTAL LLC	16167 C	11-113-4220-031-000-0000	HS/RENT TABLES/MAY	805.00	805.00
013080	05/15/2015	45644	DANIEL C MIKAT	16175 C	62-431-2520-031-000-0000	HS PLAY/MUSICIAN	750.00	750.00
013081	05/15/2015	46514	MODERN SCHOOL SUPPLIES	16090 C	11-127-5110-031-565-3440	ENGINEERING SUPPLIES	287.70	287.70
013082	05/15/2015	56608	RECOGNITION INC	16146 C	62-431-8790-000-000-0000	ATH B TRACK/MEDALS	1,260.00	1,260.00
013083	05/15/2015	56713	CHASE B REPPEN	16199 C	62-431-8090-031-000-0000	HS DANCE DJ 5/8	300.00	300.00
013084	05/15/2015	65691	STATE OF MICHIGAN		11-261-7410-000-000-0000	3GRND STOR TANK-5/31	300.00	300.00
013085	05/15/2015	84500	WASHTEENAW INTERMEDIATE	16200 C	11-113-3710-031-000-0000	HS TUITION/MVU	1,076.00	
				16200 C	11-113-3710-031-035-0000	BVA TUITION/MVU	4,304.00	5,380.00
013086	05/15/2015	85710	WEBWORLD ADVANTAGE	16172 C	62-431-1962-031-000-0000	HS CHOIR WEBSITE	237.97	237.97
013087	05/15/2015	91190	ZANGLE NATIONAL USER GROUP	16154 C	11-284-3220-000-000-0000	4/28-30 CONF FOR 4	1,000.00	1,000.00
<b>Sub Total:</b>							<b>\$217,406.02</b>	

**ACH CHECKS**

A00603	05/15/2015	00930	ADVANCED WATER	16198 C	11-261-4122-000-000-0000	PLUMB SERV/SALT	802.50	802.50
A00604	05/15/2015	12575	DELWOOD SUPPLY CO	16212 C	11-261-5994-000-000-0000	MAINT SUP PLUMB/HTG	112.12	112.12
A00605	05/15/2015	13650	DIRECT ENERGY BUSINESS LLC		11-261-5520-000-000-0000	BECC-ELECT-4/23	570.02	
					11-261-5520-000-000-3310	BRIDGE-ELECT-4/23	1,330.06	
					11-261-5520-001-000-0000	HAWK-ELECT-4/25	1,628.64	

District: EG-Brighton Area Schools  
Run Date: 5/15/2015 4:54:29PM

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
A00606	05/15/2015	22944	GEORGE WAUCH CO		11-261-5520-005-000-0000	HRNG-ELECT-4/9	1,305.76	
					11-261-5520-006-000-0000	HILT-ELECT-4/17	1,870.85	
					11-261-5520-021-000-0000	SCRN-ELECT-4/27	3,486.96	
					11-261-5520-031-000-0000	HS-ELECT-4/9	18,423.61	
					11-261-5520-121-000-0000	MALT-ELECT-4/9	3,357.65	
					11-261-5521-000-000-0000	TRANSP-ELECT-4/23	592.99	
					21-261-5520-002-000-0000	CE-ELECT-4/23	1,503.36	34,069.90
					41-456-6220-001-000-2013	HAWK/MAR	103,042.80	
					41-456-6220-002-000-2013	MILL/MAR	17,444.00	
					41-456-6220-031-000-2013	HS/MAR	790,115.45	
					41-456-6910-001-000-2013	HAWK/MAR	7,589.00	
					41-456-6910-002-000-2013	MILL/MAR	1,861.00	
					41-456-6910-031-000-2013	HS/MAR	35,400.00	955,452.25
A00607	05/15/2015	27670	HERFF JONES INC	16179 C	11-249-5910-031-000-0000	HS GRAD SUP/INSERTS	791.69	
				16178 C	11-249-5910-031-000-0000	HS GRAD SUP/DIPLOMAS	35.96	
				16180 C	11-249-5910-031-000-0000	HS GRAD SUP/DIPLOMAS	1,187.07	
				16171 C	11-249-5910-031-000-0000	HS GRAD SUP/DIPLOMAS	26.96	2,041.68
A00608	05/15/2015	34385	JOHNSON & WOOD LLC	16195 C	11-261-4123-000-000-0000	HVAC SERV/MILL	235.00	235.00
A00609	05/15/2015	34867	KENSINGTON VALLEY VARSITY	16181 C	62-431-8010-031-000-0000	HS SOC STUDY/TSHIRTS	989.33	989.33
A00610	05/15/2015	37127	LINDHOUT ASSOCIATES		41-456-6900-002-000-2013	MILL ARCHIT/APR	2,408.00	2,408.00
A00611	05/15/2015	37672	LIVINGSTON EDUCATIONAL		11-284-3190-000-000-0000	TECH CONSORTIUM/APR	22,128.91	22,128.91
A00612	05/15/2015	43530	MI EDUCATORS FINANCIAL		12-451-0805-000-000-0000	JUN GTL LIFE INSUR	407.05	407.05
A00613	05/15/2015	47175	MUSICAL RESOURCES	16176 C	11-113-5110-031-040-0000	HS CHORUS TCH SUP	95.04	
				16177 C	11-113-5110-031-040-0000	HS CHORUS TCH SUP	8.84	103.88
A00614	05/15/2015	49938	AMIE NICHOLSON LAURA	16161 C	21-391-4910-000-000-0000	TRAVEL NUNS 5/16	247.68	247.68
A00615	05/15/2015	52364	PAETEC		11-261-3410-001-000-0000	HAWK PHONE SERV 5/4	222.21	
					11-261-3410-004-000-0000	SPEN PHONE SERV 5/4	222.21	
					11-261-3410-005-000-0000	HRNG PHONE SERV 5/4	213.87	
					11-261-3410-006-000-0000	HILT PHONE SERV 5/4	222.21	
					11-261-3410-021-000-0000	SCRN PHONE SERV 5/4	308.31	
					11-261-3410-031-000-0000	HS PHONE SERV 5/4	972.15	
					11-261-3410-121-000-0000	MALT PHONE SERV 5/4	311.09	
					11-261-3411-000-000-0000	TRAN PHONE SERV 5/4	47.22	
					11-261-3412-000-000-0000	TECH PHONE SERV 5/4	172.21	
					21-261-3410-002-000-0000	CE PHONE SERV 5/4	222.21	2,913.69

District: BG-Brighton Area Schools  
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**Check Register**

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
A00616	05/15/2015	53375	PEPPER OF DETROIT	16170 C	11-113-5110-031-038-0000	HS BAND TCH SUP	70.00	
				16169 C	11-113-5110-031-038-0000	HS BAND TCH SUP	133.99	
				16164 C	62-431-1410-031-000-0000	HS BAND/MUSIC	234.99	438.98
A00617	05/15/2015	56760	REPUBLIC SERVICES OF FLINT	14956 P	11-261-4125-000-000-0000	RUBBISH&RECYCLE/MAY	3,874.01	3,874.01
A00618	05/15/2015	58280	S A QUINN CONSULTING LLC		11-252-3190-000-000-0000	ACCTG SERV-5/9	2,025.00	2,025.00
A00619	05/15/2015	59761	SCHOOL FINANCIAL SOLUTIONS		11-226-3190-000-006-0000	SHAREDSERV/3JOBFAIRS	658.00	658.00
A00620	05/15/2015	75670	THRUN LAW FIRM P C		11-231-3170-000-000-0000	LEGAL SERV/GENERAL	657.45	
					11-231-3170-000-000-0000	LEGAL/A K SPEC ED	49.00	706.45
<b>Sub Total:</b>							<b>\$1,029,614.43</b>	
<b>Register Total:</b>							<b>\$1,247,020.45</b>	

District: BG-Brighton Area Schools  
 Run Date: 5/15/2015 4:54:29PM

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAFETERIA FUND	\$910.30
GENERAL FUND	\$210,748.85
COMMUNITY EDUCATION	\$17,081.28
STUDENT ACTIVITIES	\$45,381.13
CAPITAL PROJECT	\$972,898.89
<b>Total:</b>	<b>\$1,247,020.45</b>

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-0000	CASH COMERICA - GF	G	O	(1,247,020.45)
12-131-0000-000-0000	INTERFUND REC AP	G	K	1,036,271.60
12-402-0000-000-0000	A/P CONTROL - GF	G	D	210,748.85
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	910.30
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	17,081.28
22-411-0000-000-297-0000	INTERFUND PAYABLE FS	C	N	(910.30)
22-411-0000-000-300-0000	INTERFUND PAYABLE CE	M	N	(17,081.28)
42-402-0000-000-000-2013	AP CONTROL	U	D	972,898.89
42-411-0000-000-000-2013	INTERFUND TRANSFERS	U	N	(972,898.89)
62-402-0000-000-000-0000	A/P CONTROL - AGENCY	S	D	45,381.13
62-411-0000-000-000-0000	INTERFUND PAY-AGENCY	S	N	(45,381.13)

**BRIGHTON AREA SCHOOLS  
Board of Education  
May 26, 2015**

**Report #15-97**

**For Action**

Subject:  
Closed Session:

**Motion**

Moved by:  
Supported by:

To enter closed session for the purpose of approving the May 11, 2015 closed minutes.

Roll Call Vote:

Conely  
 Krause  
 Burchfield  
 Minert  
 Trombley  
 Chesney  
 Stahl