



**Big Bay de Noc  
Elementary  
Handbook  
2025-2026**

## TABLE OF CONTENTS

Elementary Personnel	2
Attendance Policy & Student Release Procedures & School Calendar	3
Meal Procedures	4
Transportation Policy	4
Building & Grounds Policy	5
Suspension & Expulsion	6
School Closings & Delays	7
Health & Safety	7
Pupil Progress & Records, School Library	8
Helpful Tips To Know	9
Internet Acceptable Use Policy	11

## **2025-2026 BIG BAY DE NOC ELEMENTARY PERSONNEL**

906 252-4500 - [www.bigbayschool.com](http://www.bigbayschool.com)  
Superintendent / Principal: DeeDee Thill  
Dean of Students: Samantha Kuehl  
Secretaries: Christa Peterson / Lindsey Pomeroy

### **CLASSROOM STAFF**

Kindergarten	Angie LaLonde
First Grade	Angie Carley
Second Grade	Janelle Dalgord
Third Grade	Danielle Segerstrom
Fourth Grade	Jana Chaperon
Fifth Grade	Carol Novak
Special Education	Renee Rochefort/Samantha Kuehl
Title I Coordinator	Samantha Kuehl
Indian Education Coordinator	Samantha Guertin

### **SUPPORT STAFF**

Title I Aide	Megan Knoph
Title I Aide	Madisyn Jasmin
Title I Aide	Samantha Guertin
Title I Aide	Molly Connolly
Title I Aide/Library	Nance Ray
Elementary Specials	Alex Ranguette
GSRP Lead Teacher	Whitney Wood
GSRP Associate Teacher	Felicia DesJarden
Maintenance / Transportation Director	Tracy Jones
Building Lead	Patti Migut
Cooks	Katie Wood
	Trisha Jasmin
Bus Drivers:	
Fairport/Garden	Mike Wood
Manistique East	Stacy Yonker
Nahma/Isabella	Tracy Jones/Patti Migut
Cooks/Thompson	Larry Anderson

## **ATTENDANCE POLICY AND STUDENT RELEASE**

Preamble: The Board of Education, pursuant to state statutes and in an effort to provide all students with continuity of instructional experience, requires all students to attend school on scheduled days. Absenteeism is detrimental to the learning experience.

The faculty at Big Bay de Noc School believes that attendance is essential to the overall physical, mental, and moral development of the Big Bay de Noc Student. Learning experiences that develop in the classroom are considered meaningful and essential to the learning process. Students have an obligation to give as well as to receive in the context of the classroom setting. Parents, students, and faculty must work together to see that the full advantage of educational opportunities is realized in developing our youth into responsible, reliable, and dependable young men and women.

Classes are in session from 8:05-2:51. Parents must call the school office by 8:30 a.m. if your child is going to be absent. If prior contact is not possible, parents must provide a written excuse upon return to school. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. For each day of the excused absence, an equal number of days will be given to complete the make-up work. If the absence is unexcused or unauthorized by the Principal, the student will not be given the opportunity to make up the work.

Students can be excused from classes only for the following reasons: illness, funerals, school-related activities, medical appointments, family emergencies, court-ordered appearances, official suspensions, others authorized by the building principal IN ADVANCE, and pre-arranged vacations. If possible, medical or doctor appointments should be made after school hours.

Attendance records will be periodically checked and reviewed with administrators to ascertain which students have attendance problems. The following procedure will be in effect for those students who have been identified as having attendance problems (per semester):

- 1) A letter will be sent home after seven (7) days absence from school in a semester.
- 2) A meeting between the parent, teacher, and principal will be set after ten (10) days absence from school in a semester.
- 3) A referral to a truant officer will be made after fifteen (15) days absence from school in a semester. The student will meet with an administrator before the referral is made.

**FAMILY VACATIONS:** Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements in advance. This will allow adequate time for the teacher to prepare the necessary materials that may be completed during the trip. Teachers may allow time for completion of work missed upon their return to class.

**STUDENT RELEASE:** (during school hours) In emergency situations where it is necessary for your child to leave school during the school day, he/she will be excused through the main office only and must be called for at the office. Parents who pick up their children are requested to park in **front** of the school only. Parents must have a signed note if the child is to be picked up by anyone other than a parent or legal guardian. Please do not go to the playground area or classroom to pick up your child. They will be called from the office. Our playground supervisors do not know all of the parents, so we appreciate your cooperation for safety reasons. At the end of the day, students not riding the bus may be picked up in the boardroom/student pick-up room (across from the office). For safety, please DO NOT pick up students from the bus line up.

**BEFORE AND AFTER SCHOOL HOURS:** Parents should be aware that their children must **not** be left unsupervised before or after school hours. Our buses arrive around 7:45 a.m. so students may begin their day with breakfast. Please keep in mind that teachers are not required to be in their designated areas until 7:45 a.m. Please do not drop your children off before that time. Students must notify the office with a parent note when they will **not** be taking the bus home or will not be going home in their usual fashion. When picking up a child at the end of the day, please wait until dismissal time to request your child be released from class. This will help minimize disruptions in the classroom.

The child should be picked up at dismissal time, by their parent or other authorized party, as there will be no one to supervise them after dismissal time. If your child rides home with an older student or sibling, a note to that effect must be on file in the office. Students are to remain in front until that student picks them up. Students that arrive before the scheduled start of day are required to sit in a designated area in front of the office. Students staying after school in the library must be picked up no later than 4:15pm.

## **MEAL PROCEDURES**

All students will be issued a 3-digit meal code at the beginning of the school year and must use it to receive a meal. Big Bay de Noc School District serves meals to students under the National School Lunch Program and School Breakfast Program under the Community Eligibility Program (CEP). This offers free breakfast and lunch to *all children at no cost* and eliminates the collection of meal applications for free, reduced-price, and paid student meals. This means that *all students* enrolled at Big Bay de Noc School will receive free breakfast and lunch.

### **LUNCH ROOM RULES:**

1. Quiet visiting with neighbors.
2. Quiet visiting while waiting in line.
3. Help clean up any spills that you might have.
4. Put milk carton, napkin, etc. in trash.
5. Clean up area where you were seated before leaving.
6. Walk in lunch room.
7. Sit with class at assigned table.

## **TRANSPORTATION**

We require students to ride buses that they have been assigned to for their daily transportation and/or field trips. If at some time a child should ride a bus other than the assigned bus, to a friend's or a relative's home, they must bring a **written request signed by the parent** to the school office and, if approved, is to be given to the bus driver by the child. Written requests ("Bus Slips") should be called into the office by 1pm. Our school buses are generally loaded to capacity and we must limit the number of students riding the bus for safety and legal reasons.

Students not riding the bus or going home with a parent **MUST HAVE WRITTEN PERMISSION FROM A PARENT OR GUARDIAN.**

Prior to loading (on the road and at school) each student shall

1. Be on time at the designated loading zone.
2. Stay off the roadway at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Do not cross the highway until the bus driver signals it safe.
6. Go immediately to a seat and be seated.

### **BUS BEHAVIOR RULES**

1. Talk Quietly.
2. Stay seated.
3. Keep your hands, feet, and objects out of the aisle and to yourself.
4. Sit in your assigned seat.
5. Put your garbage in the garbage box when getting off of the bus.
6. Be respectful to the bus driver!

### **STUDENT BUS CONDUCT**

Busing to and from school is a privilege that the student enjoys and carries a high degree of responsibility.

- I Student Transportation
  - a. Only students enrolled in Big Bay de Noc School (preschool through 12th grade) are permitted to ride the bus.
  - b. Student conduct on the bus is the responsibility of each individual student and his/her parent or guardian. The driver is in complete charge of his/her bus at all times. Referrals of misconduct will be made in writing to the transportation director by the driver.
- II Insubordination, fighting, obscene language, or any other behavior that is detrimental to the safety and wellbeing of passengers may result in an immediate suspension of riding privileges.
- III
  - a. First Offense: Driver calls student's parents/guardian.
  - b. Second Offense: Driver calls student's parent/guardian. Second bus conduct report sent home by principal or designee. Discipline Referral to the office.
  - c.. Third and Subsequent Offenses: Driver calls student's parent/guardian. Discipline Referral to the office. Depending on severity of offense, bus privileges may be revoked.

\* This procedure is for the entire year. It does not change for each marking period. All consequences will be applied at the discretion of the principal or his/her designee.

### **BUILDING & GROUNDS**

#### **RECESS - OUTDOOR PLAY:**

Outdoor play is an important part of the school day, held two times per school day. All students are to take advantage of the fresh air and exercise during recess and physical education periods. We feel that when a child is well enough to come to school, she/he should spend some time in the fresh air. On extremely cold or rainy days, we will have an indoor recess. A parent request for a child to remain indoors for recess must be accompanied by a doctor's note.

Please make sure that your child is properly dressed for outdoor recess. In the winter, children should be dressed for the cold weather with boots, warm jackets, snow pants, gloves and a hat.

#### **PLAYGROUND RULES:**

1. Playground equipment is to be used as it was designed to be used.
2. Students are to be outside at recess time.
3. When the weather is inclement, we will have recess indoors.
4. Recess provides an opportunity for students to run off energy, stretch, visit, etc. It is natural for some rough housing to occur. When roughhousing gets out of hand and the potential for someone possibly getting injured is higher than usual, rough housing will stop.

5. Students are not allowed to throw snow, ice, rocks, etc.
6. No food or drink on the playground.
7. No personal electronics or toys.

#### **MISCELLANEOUS RULES:**

1. Knives or any other dangerous objects are not allowed at school at any time.
2. Fighting on the part of the students will be brought to the attention of the principal.
3. Students must be respectful to all adults that they come in contact with at school.
4. No running, pushing, shoving, or yelling is allowed going to and from the buses.

#### **DISCIPLINE, SUSPENSION, AND EXPULSION**

Big Bay de Noc staff members recognize the importance of student presence in the classroom during instructional time. Staff will aim to address minor disciplinary infractions in ways that minimize the instructional time missed.

Students who ignore and continually violate any school laws or regulations run the risk of suspension or expulsion from school. Michigan School Law reads: "The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits or bodily conditions detrimental to the school..." The following is the section of the Big Bay de Noc Board of Education Policy relating to violations which could result in suspension or expulsion:

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 340.613 and 340.614 of the School Code. Section 340.613 authorizes suspension or expulsion for the following reasons: gross misdemeanor, persistent disobedience, or habits or bodily conditions detrimental to the school.

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those which may result in temporary separation, suspension or expulsion from the Big Bay de Noc School. These categories are general in nature and are not deemed to be all-inclusive.

- A. Matters relating to public and private property
  1. Examples:
    - a. Theft
    - b. Misuse of books, materials, and equipment
    - c. Defacing property
- B. Matters pertaining to citizenship
  1. Examples:
    - a. Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience.
    - b. Use of profane and obscene language
    - c. Possession of weapons or explosives
    - d. Sexual or verbal harassment.
    - e. Bullying
    - f. Misuse/abuse of Social Media
- C. Matters pertaining to attendance.
  1. Examples:
    - a. Violation of compulsory attendance laws
    - b. Persistent tardiness.
    - c. Skipping school.
- D. Matters pertaining to the safety of others.
  1. Examples:
    - a. Physical attacks or threats to students or school employees.

- b. Fighting
- E. Persistent disobedience and/or breaking of school rules and regulations.
- F. Gross misbehavior: Conduct detrimental to the normal functioning of the school or school activities.

If a suspension is issued, parents will be notified. If by chance school is cancelled during a day(s) of a student's suspension, that day WILL NOT count towards the suspension period.

### **SCHOOL CLOSINGS AND DELAYS**

**SCHOOL CLOSINGS:** Parents and students are reminded that they may obtain information regarding the closing of school due to weather conditions by listening to area radio stations: WDBC, WCHT, WYKX, WGLQ, in Escanaba, and WCMM and WTIQ in Manistique. Parents may sign up for an automated call/text message from the school in the case of a closing or delay by contacting the school office in advance. Please do **NOT** call school personnel or the bus garage as announcements will be made immediately when a decision is made to close school. The decision to close school will be made as early as possible. If no announcement is made, schools will be open and buses will run. Be certain your child knows where to go if he/she arrives home early due to an emergency closing.

**DELAYED START:** Should it be determined that conditions will improve to enable the school to open, a delayed start will be announced by the radio stations. School will begin at 10 a.m., with doors opening at 9:45 a.m. Listen to the above mentioned stations, and please do not call the school. Breakfast will not be served on school days with a delayed start.

**PROFESSIONAL DEVELOPMENT DAYS:** Professional Development will be conducted for the staff as stated in the staff contracts or when it becomes necessary to update staff on new procedures. Notification will be sent home in advance of such times.

### **HEALTH AND SAFETY**

**HEAD LICE:** Students with head lice are not permitted to attend or return to school until the outbreak is treated and all nits are removed. In order to return to school, the students must be checked for nits by the principal or her designee.

**INJURIES:** Students involved in minor accidents (small cuts, scratches, etc.) will be cared for by school personnel. If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent to come and get the child. ( Please call for your child at the office when you pick them up.) If the parents cannot be reached, the person designated on the emergency card will be notified. If neither of you can be reached, the first person listed on the child's emergency card will be called. If no one can be reached, the principal will have to decide what to do. If, in the principal's judgment, the child needs a doctor, the child will be taken to a local doctor. In all cases, EVERY EFFORT will be made to reach and notify the parent of the child. It is extremely important to keep the school informed of any changes on the emergency card.

**MEDICINES:** If it is necessary for a student to take prescription drugs during school hours, the following procedure must be followed: 1) drug containers are to be brought to the office, where they will be kept, clearly marked with the child's name and the proper procedure and times for administration, 2) students are to be responsible for coming to the office for the medication at the proper times, 3) Tylenol and Motrin are considered drugs and will not be dispensed without parental approval.

**IMMUNIZATION:** Please check your child's immunization records to be sure it is updated. If you are not certain about your child's record, call your family physician or the local health department. New school entrants must submit a complete immunization record or file an immunization waiver form at the school office. Please tell us when you update your child's immunization record so we may include it in your child's school records. Children without updated immunizations will be required to get immunizations



updated before returning to school.

**HEALTH RECORDS:** The school is charged with keeping an up-to-date health record for all students. We urge parents to notify the school of any major or significant change in health that occurs in the child. Parents of Kindergarten students are to make certain that the needed medical report is completed and returned to the school prior to the child attending school.

**DRESS CODE:** Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. School laws in the State of Michigan require students to attend school in appropriate dress. Clothing should be clean for the protection of health and comfort of all individuals. Clothing should be appropriate for the weather. Clothing should not:

expose too much, advertise something prohibited to minors, have any obscene, profane, drug-related, gang-related, or inflammatory messages on them. Wheeled shoes are not allowed during the school day.

**EMERGENCY DRILLS:** We will have fire, tornado, and lock down drills periodically throughout the school year. The teachers will explain procedures to follow to their classes. There is a crisis intervention plan that school personnel will follow in case of emergencies.

**ELECTRONIC DEVICES:** Students are not permitted to carry electronic devices including cell phones in school except for health or other unusual reasons approved by the administration. **These devices must remain turned off and in lockers while in the building.** Students who violate this rule will be subject to disciplinary action or even confiscation of the phone. Students will be asked to turn over their phones to the principal. Cell phones and other electronic communication devices may be confiscated and kept by the school until the completion of the school year. In addition, personal music players and cameras (iPods, MP3 players, etc). are not permitted to be used during the school day. **They must also remain turned off and in lockers during the instructional day.** Violation of this rule may result in confiscation of the device for a minimum of one day to a maximum of the remainder of the school year at the principal's discretion.

**TOYS, ELECTRONICS, PETS:** Arrangements to bring any of the above must be made with the teacher. Objects which could cause injury are strictly prohibited. This includes knives, cap guns, fireworks, skateboards, sleds, hardballs, etc.

#### **MISCELLANEOUS**

1. Students should avoid accidents by practicing safety habits in their classrooms, halls, and on the playground.
2. Student's behavior in school should always be guided by the principle of common courtesy and a spirit of cooperation.
3. In the interest of protecting our students, students will not leave the grounds during the school day. Please notify the school if someone other than the parents will be picking up a student from school.
4. Students will be fully instructed by their teachers at the beginning of the school year on the necessary rules of safety on the playgrounds, in classes, lunchrooms, and halls. They will be reminded of the rules throughout the school year.

#### **PUPIL PROGRESS AND RECORDS**

**REPORTING PUPIL PROGRESS:** Parents will receive a progress report four (4) times a year in the form of a report card, progress report, and/or a conference. Parent/teacher conferences are held at the end of the first marking period. In addition to the regularly scheduled conferences, both parent or teacher may initiate a conference at any time. Participation at conferences is encouraged, as they provide both the teacher and parent with a greater insight into the development of the child.

**PROMOTION, RETENTION, ACCELERATION:** The Superintendent retains the final responsibility for the placement of all students in the Big Bay de Noc School District. In promoting, retaining, or accelerating elementary students, consideration shall be given to the pupil's ability to do the work at the next level and on the welfare of the pupil concerned.

**RIGHTS TO ACCESS AND PRIVACY OF RECORDS:** All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examinations and challenges, including hearing on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardian of a student under 18, except (1) the teachers and officials of the school district who have legitimate educational interest in such information; or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

**SPECIAL CONFERENCES:** All conferences are welcomed by the school staff. Arrangements can readily be made by calling or stopping in at the school office. Make appointments with teachers for any special conference you wish. To avoid any time conflicts, call the school office or write a note to the teacher. The principal may be called upon at any time to assist parents with problems.

**HONOR ROLL** - The Honor Roll begins in the first grade and runs through the fifth. Students who have an all A or A-B average will be placed on the honor roll. Classes in gym, music, art and computers will require a satisfactory grade to be considered for the Honor Roll.

**SCHOOL LIBRARY:** The school library is for the benefit of the students. Classes will be scheduled to use the library at least once a week. Students will be allowed to check books out for a one-week time period. Parents are requested to help children return books by the due date. The librarian will keep an up-to-date list of overdue books and send a reminder note home with the student. When a library book or item is overdue, lost, damaged or destroyed the student responsible for the book will purchase a replacement through the school librarian. Until arrangements are made with the librarian to replace the lost, overdue, damaged or destroyed item, the student will not be allowed to check out additional items.

## **HELPFUL TIPS**

**FIELD TRIPS:** Educational field trips are an important part of the regular school program. Parents will receive written notices in advance of all field trips. Chaperones will be requested by classroom teachers, if needed.

**SCHOOL VISITORS:** We urge parents to visit the school and let us become better acquainted. We ask that prior knowledge and arrangements be made with the teacher. Checking in at the office for a visitor pass is required. Pupils belonging to another school are discouraged from visiting classrooms. Exceptions are made at the discretion of the principal; notice should be given a day in advance of the visit. Prior to visiting any classroom, visitors are to secure permission from the office. In this way we can notify you if an emergency situation should arise.

**TELEPHONE:** It is requested that student phone calls be restricted to emergency situations only and with permission of the teacher, secretary, or principal. Students may use the office telephone. Only in an emergency situation will a student be called out of class for a phone call.

**LOST AND FOUND:** It will help a great deal if all boots, mittens, hats, coats, etc. are plainly marked with your child's name. A lost and found box is kept in the hallway. Articles not claimed after conferences and at the end of the school year will be donated to a charitable organization.

Students **should avoid** bringing large amounts of money and other valuables to school. In the case of the elementary student bringing money to school it is wise to:

- a) place the money in an envelope
- b) include a note in the envelope stating the reason for the money to be spent including what should happen with any change.
- c) place the child's name and teacher's name on the outside of the envelope.

**CLASSROOM BIRTHDAY PARTIES:** Birthday parties are left to the discretion of the teacher. At most, it is only a "treat" and should not interfere with the instructional program. Contact the teacher first before sending any "treats" to the school.

**ROOM PARTIES:** Elementary room parties will be conducted for Halloween, Christmas, and/or Valentine's Day. Prior to the party, guidelines will be sent home. The maximum time for the parties will be 1-2 hours.

**PRIVATE PARTIES:** Oftentimes we must limit the size of our home parties. Children who do not receive invitations have hurt feelings. Please be sensitive to all children's feelings and do not distribute invitations at school.

**PROCEDURE FOR HANDLING PROBLEMS:** Any person having a problem about a school employee should contact the employee and attempt to resolve the problem. If this fails, they should contact the principal and she will attempt to find a solution. Please call and give an opportunity to find solutions to your problems and answer any questions you might have.

**MOVING FROM THE AREA:** Please notify the school, by phone or by note when you move from the area. The teacher or office needs to know your new address, school to be attended, and date of departure.

**STATEMENT OF ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAW:** The Big Bay de Noc School, as an equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX and Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. It is the policy of the Big Bay de Noc School that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status or handicap, shall be discriminated against in employment, educational program and activities or admissions. No district employee or student, on the basis of sex, shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal finance assistance. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator: Diana D. Thill, Big Bay de Noc School District, 8928 00.25 Road, Cooks, MI 49817, (906) 252-4500. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (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>.

**BULLYING AND OTHER AGGRESSIVE BEHAVIOR:** It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior,

treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**DIRECTORY INFORMATION:** Directory information may be provided by the school to recruiters from the United States Armed Services and/or institutions of higher learning. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within thirty (30) calendar days after receipt of the District's public notice (Form 8330 F13). This handbook is to serve as public notice.

### **BIG BAY DE NOC SCHOOL COMPUTER NETWORK AND INTERNET ACCESS ADMINISTRATIVE GUIDELINES/ACCEPTABLE USE POLICY FOR STUDENTS/STAFF**

The intent of this document is to ensure that students/staff comply with the Network and Internet Access Guidelines and Acceptable Use Policy (AUP) approved by the Big Bay de Noc School District, herein known as the District. This AUP may be amended as situations arise, and the provisions contained within this document will be in effect for the duration that the student/staff is in the Big Bay de Noc School District.

In exchange for the use of the District computers and network resources, I understand and agree to the following conditions:

Students/Staff are encouraged to use the District computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students/Staff must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students/staff must sign the Student/Staff Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the District Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students/Staff are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students/Staff may only access the Network/Internet by using their assigned Network username/password account. Use of another person's username/password is prohibited. Students/Staff may not allow other users to utilize their passwords. Students/Staff are responsible for taking steps to prevent unauthorized access to their accounts by logging off their computers when leaving them unattended.
- C. Students/Staff may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students/Staff may not intentionally disable any security features of the Network.
- D. Staff/Students may not use the Network/Internet to engage in "hacking" or other unlawful activities.
  - 1. Staff/Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text

messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

2. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.  
[Bill Belsey (<http://www.cyberbullying.ca>)]  
Cyberbullying includes, but is not limited to the following:
    - a. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
    - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
    - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
    - d. posting misleading or fake photographs of students on websites.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students/Staff are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the District's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students/Staff may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any

malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the District's technology protection measures. Students/Staff also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal, or Director of Technology if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Students/Staff may not download or transfer files, shareware, or software from any source including the Internet without permission from the District Technology Director. Students/Staff agree to check, or have checked, any file with a virus detection program before opening the file on any district computers. Should students/staff transfer/download a file or software that infects the network and causes damage, the student/staff will be liable for any and all costs to repair the network. Additionally, the student/staff may be subject to other disciplinary measures as determined by the District. Students/Staff will be liable to pay any and all costs or fees related to damage caused by any file, shareware or software transferred to the network, whether intentional or accidental, without such permission.
- L. Students are prohibited from accessing social media (including but not limited to, i.e. FaceBook, Google+) for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approval plan for such use. Students are prohibited from accessing personal email, including but not limited to, Hotmail, Gmail and Yahoo. Students will be assigned a domain owned filtered Gmail account if email capabilities are required for educational specific purposes.

Staff members shall not access social media (including but not limited to, i.e. Facebook, Google+) for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.

- M. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the District reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's/staff use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- N. Use of the Internet and any information procured from the Internet is at the student's own risk.

The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

- O. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form." Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without consent.
- P. The District has implemented filtering software intended to block access to materials that are obscene, pornographic, harmful, or that the District determines to be inappropriate in a school setting. However, the District does not guarantee that school officials can control user's access to all such materials, or that users will not have access to such materials while using the District's network resources. This filtering software operates only within the District wide area network (WAN). It is the intent of the District to comply with the Children's Internet Protection Act.
- Q. The District does not warrant that the functions of the network will meet any specific requirements that the user might have, or that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- R. Violations of this Acceptably Usage Policy will result in, but not be limited to the
  - (1) Loss of Computer/Network privileges for three days.
  - (2) Loss of Computer/Network privileges for two weeks.
  - (3) Loss of Computer/Network privileges for the remainder of the school year, or indefinitely.
  - (4) Users will be responsible to make full financial restitution for any unauthorized expenses or any damage caused.

The District reserves the right to impose these listed sanctions in any order, or the district may impose immediately a more severe sanction if the situation warrants. In consideration for the privileges of using district network resources, and in consideration for having access to the information contained on or by the district network resources, the student/staff hereby releases the District, network and their operators and administration from any and all claims of any nature arising from use, or inability to use district network resources.