



Bentley Community Schools  
Seat Time Waiver Application Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_  Male  Female

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Parent(s)/Legal Guardian(s)	Relationship	Phone Number
_____	_____	_____
_____	_____	_____

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Cell Phone Number: \_\_\_\_\_

Student Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Number of Credits: \_\_\_\_\_ GPA: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Do you have an IEP or 504 Plan?  Yes  No

Why are you seeking a seat time waiver option? Check all that apply. *(Appropriate documentation may be required upon request.)*

- |  |  |
|--|--|
| <input type="checkbox"/> Accelerated Learning    | <input type="checkbox"/> Social/Emotional/Family Issues: _____ |
| <input type="checkbox"/> Pregnant or Teen Parent | <input type="checkbox"/> Medical Situation: _____              |
| <input type="checkbox"/> Working Student         | <input type="checkbox"/> Expelled                              |
| <input type="checkbox"/> Credit Recovery         | <input type="checkbox"/> Long Term Suspension                  |
| <input type="checkbox"/> Non-Traditional Learner | <input type="checkbox"/> Other: _____                          |

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



Bentley Community Schools  
 Seat Time Waiver Application Form: Information and Approval Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Assessment Scores:**

Assessment	Reading	Math	Science	Soc Studies	Writing	Comp.
STAR						
MEAP						
Meap						
Explore						
Plan						
ACT						
Other						

**Student Readiness for STW Program:**

	Unknown	Below Average	Average	Above Average	Outstanding
Overall Academic Ability					
Attitude Toward Learning					
Reading Skills					
Computer Skills					
Experience with the Internet					
Problem Solving Skills					
Communication Skills					
Social Skills					
Relationship Skills					
Support from Home					
Self Starter/Self Directed					
Organizational Skills					
Time Management Skills					

Areas of Concern/Support: \_\_\_\_\_

**Recommendation:** Based on the information reviewed, provide your level of recommendation for anticipated success in the Fusion Academy Program.

Level of Recommendation	Reason
Highly Recommended	
Recommended	
Recommended with Reservation	
Not Recommended	

\_\_\_\_\_



Recommending Administrator

Date

Bentley Community Schools  
Seat Time Waiver Student Contract

Student Name: \_\_\_\_\_

**Student Policy:** Due to the uniqueness of the seat time waiver Fusion Academy Program, certain standards and behaviors are expected of students enrolling in this program. This policy is intended to make both the students and parents/guardians aware of the expectations to ensure student success.

As a student enrolled in the Fusion Academy Seat Time Waiver Program, I am aware that:

1. It is a privilege to participate in the Fusion Academy Program and therefore, I am expected to adhere to the Fusion Student Code of Conduct.
2. I will adhere to the school's timelines for completion of course requirements. The district's policies will take precedence in meeting program requirements as dictated by the Department of Education.
3. Certain standards are expected of me, as a student. Inappropriate use of the Internet of any kind will not be tolerated. All terms outlined in the district's Acceptable Use Policy (AUP) apply as well.
4. Anything I do in the courses taken can be retrieved and monitored by the coach at anytime.
5. Course procedures that must be followed are:
  - a. I must communicate with my coach as well as the lead teacher on a regular basis.
  - b. I must follow all other rules/procedures that apply to GRADPOINT as outlined per course
6. I agree to have weekly contact with my coach to monitor my progress.
7. Monday – Thursday attendance for the 1<sup>st</sup> four weeks each semester is mandatory. More than two (2) unexcused absences will result in a mandatory parent/guardian meeting to continue participation in the Fusion Academy Program.
8. I understand that the courses will be listed on my transcript. The grade assigned will be part of my record and will be included in my cumulative Grade Point Average (GPA).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



scarlson (8/26/12)

Bentley Community Schools  
Seat Time Waiver Student Contract

**Consequences for Violations:**

- 1<sup>st</sup> offense: I will be given a verbal warning. My parent/guardian will be notified.
- 2<sup>nd</sup> offense: I will be given a written warning. My parent/guardian will be notified to set up a time to meet with my coach and myself to review my progress and graduation plan.
- 3<sup>rd</sup> offense: A mandatory meeting will be held to review my continued participation in the Fusion Program and a contract will be developed. I may be removed from the program.

**Severe Misconduct:** Regardless of whether the offense is a first time offense, I will be removed from the Fusion Academy Program for violations as outlined in the Student Code of Conduct.

**Seat Time Waiver Signatures:**

Fusion Academy Administrator	Date
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Instructional Coach	Date
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**Student Acknowledgement and Understanding:**

I have read, understand and acknowledge all the expectations and the policy as set forth in the documents provided for the Fusion Academy Program. I agree to abide by the guidelines as stated.

Student Signature	Date
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**Parent/Guardian Acknowledgement and Understanding:**

I have read and understand the student policy and stated expectations and the policy as set forth in the documents provided for the Fusion Academy Program. I understand that participation in my student's education will help to determine his/her likeliness of earning their high school diploma. I agree to be accessible and readily available to the Coach to discuss my student's progress. I understand that time management and attendance is vital to my student's success. I understand that my student must adhere to the program policies in order to remain



enrolled. Failure to follow program policies may result in dismissal from the Fusion Academy Program.

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Parent/Guardian Signature

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Date

scarlson (8/26/12)

# fusion

## Coaching Requirements-

The Fusion program is unlike any other online learning program students have ever experienced. Not only are students afforded the opportunity to work independently online, but they are also paired with an instructional coach. Students will work one on one with an instructional coach to help track progress, discuss class work, and receive any other guidance as needed. Students will be in contact with their instructional coach on a daily basis while in the lab, and will also need to communicate with their instructional coach at least once a week. Expectations for the Fusion coaching program are listed below.

As a Fusion student, I will:

- Contact or meet with my coach at least once during daily lab hours.
- Make myself available at least once during the week for a face-to-face conversation with my coach.
- Track and log my daily mentoring time/progress in my Fusion binder.

**\*By signing this document you are agreeing to follow the aforementioned requirements of the Fusion coaching program, and understand that disregarding these guidelines may result in removal from the Fusion Academy.\***

**Fusion Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Student-lead Parent/Teacher Conferences-

Communication is important to success in the work place, as well as in school. At Fusion, we want all of our students to learn how to communicate well and be self-motivated. One way of teaching these important tools is through student-lead parent/teacher conferences. These mandatory conferences will be held two times within the school year (see scheduled dates in student's handbook). During a conference, the student will present to his/her parents and mentor teacher and discuss their progress on GradPoint and within Fusion Academy.

As a Fusion student, I will commit to two student-lead parent/teacher conferences on the designated days.

**Fusion Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As a Fusion parent/guardian, in effort to help my student be successful in this program, I will commit to two student-lead parent/teacher conferences a year on designated days.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Bentley Schools



**Fusion Academy**  
Mrs. Ashley Thomas  
*FUSION Director*  
athomas@bentleyschools.org

## Essay Questions

**Student Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please type your answers to the following question and email them to Mr. Hart or drop them off in the main office of Bentley High School*

- 1) Why should you be accepted to the Fusion Academy?
- 2) What has occurred in your life to cause you to apply to the Fusion Academy?
- 3) What are you willing to do to be successful?
- 4) How will you benefit from this opportunity?
- 5) Describe your time management skills.
- 6) Describe your organization skills.
- 7) How would you keep yourself on track for successful completion?
- 8) What are your hobbies?
- 9) What do you want to do after you graduate from high school?

If you have further questions, please feel free to contact me at [athomas@bentleyschools.org](mailto:athomas@bentleyschools.org)

Ashley Thomas  
Fusion Academy Director

# BENTLEY COMMUNITY SCHOOLS INTERNET USE AGREEMENT

Please complete and sign the form below after reading, discussing, and agreeing to the Bentley Community Schools Internet Acceptable Use Policy. Return only this page to the school. Please keep the copy of the Internet Acceptable Use Policy for future reference.

## Student Section

I have read, understood and will abide by the District's Internet use policy. I fully understand that violations of the regulations may constitute a criminal offense and will be reported to the proper authorities and/or agencies. Should I violate any of the terms of this agreement, my access to privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Section

As the parent or guardian of the above-named student, I have read the Internet use agreement. I understand that computer access is provided for my child for educational purposes and that Bentley Community Schools has taken precautions to eliminate access to inappropriate material, such as pornography. Through GenNET, our link to the Internet, a content filter is utilized and is updated regularly. However, as a parent, I also recognize it is impossible for Bentley Community Schools to restrict all access to such materials and I will not hold the school district responsible for unapproved materials my child may acquire through electronic sources. I hereby give permission to telecommunications access for my child and I understand it may be revoked if the acceptable use standards are violated. I certify that the information contained on this form is correct.

Print Parent /Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Home Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_  
(to verify signature)



## **BENTLEY COMMUNITY SCHOOLS COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY**

These guidelines are intended to supplement your student handbook. If you do not abide by these guidelines, your computer network and Internet privileges will be revoked by Bentley Community Schools. All computer network and Internet users in Bentley Community Schools must abide by this policy.

The responsibility for proper use is entirely the student's and no student will be allowed to access the internet without filing a signed contract with Bentley Community Schools. All contracts must be signed by the student and a parent or guardian. Violation of these guidelines may result in the loss of computer network and/or Internet privileges and/or disciplinary action.

To aid in limiting access to materials that are inappropriate for minors, such as pornography, obscenity, and other materials harmful to minors, the District has employed the use of filtering devices to bar access to such materials. The filtering device is in accordance with the Children's Internet Protection Act (CIPA). Use of the Internet may also be monitored by District employees.

### **GENERAL**

1. The use of the computer network and the Internet is a privilege, not a right; any unauthorized use may result in the cancellation of privileges and/or disciplinary action.
2. Computers, storage devices, printers, and all resources, including the Internet, are to be used in an appropriate manner and only for educational purposes.
3. The student shall be issued an Internet License, after the return of this signed policy, and must present to appropriate staff before being allowed to access the Internet.
4. The student, their parents or guardians, and the District acknowledge that it is impossible for the District to restrict access to all controversial material on the Internet. The student will not use his or her District approved computer account/access to obtain, view, download, upload, or otherwise gain access to such material.
5. Students must have a signed instructional form from a teacher as to the content of the information the student may access, and may not access any other information; ie: chat rooms, e-mail, etc. without consent of appropriate staff.
6. The student may not transfer files, shareware and other software from the internet without consent of the teacher, librarian, technology specialist, or other appropriate staff.
7. The student may only log on and use the computer network and Internet at school under the immediate supervision of a staff member.
8. The student may not create individual or personal Web Pages.
9. Students may not vandalize or disrupt operations of equipment which includes downloading or creating viruses.

10. The Bentley Community Schools will periodically make determinations on whether specific users of the computer network and Internet are consistent with the acceptable use policy. The District reserves the right to log Internet use.
11. Transmission of any material in violation of any federal or state regulation or Bentley Community Schools policy is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material and material protected by trade secret. Use for commercial activities not permitted unless the student has obtained prior written administrative approval. Use for product advertisement or political lobbying is also prohibited.
12. All school computers are the exclusive property of Bentley Community Schools, and the District may access and/or seize any information contained therein at any time and without notice. Consequently, students should have no expectation of privacy when using school computers. Plagiarism, trespassing, violations of privacy or safety, and all infractions described in the student handbook also apply to computer use and will be dealt with by the Administration.
13. Please be advised that any off campus computer use or activity that is libelous or invades the rights of staff members and could result in tort liability, that invades the rights of or threatens the safety of staff members or Bentley students; or that as a result of the contents, presents a likelihood of causing a material and substantial disruption of the proper and orderly operation of the school district, will be subject to discipline in accordance with the penalties set forth in the student handbook and/or use policy. Bentley Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bentley Community Schools specifically denies any responsibility for the accuracy or quality of information obtained through telecommunication sources.
14. Hacking or any attempt to otherwise compromise system security is strictly prohibited and will result in the cancellation of privileges and/or disciplinary action.

#### **PERSONAL BEHAVIOR**

1. Act with maturity, integrity, and self-discipline.
2. Be polite and use appropriate language.
3. Use of swearing or inappropriate language is strictly forbidden.
4. Illegal activities are forbidden.
5. Limit on-line time to share access with others.
6. Do not reveal your last name, personal address, social security number, or phone number, or those of any student or colleague.
7. Be respectful of others on the Internet.

Bentley Community Schools  
PERMISSION TO UTILIZE STUDENT  
PHOTOGRAPH/SCHOOLWORK PRODUCTS,  
NAME, ON THE BENTLEY WEBSITE AND IN PUBLICATIONS

We recognize the value of a school website and print publications as a means of communication in providing our child(ren) with an effective education and hereby grant permission for our child(ren) and/or his/her schoolwork products, name, and photograph(s) to be published on the Bentley website, in Bentley newsletters, and/or in local publications as part of an educational program and communication tool.

We understand that our child's image, name, work product, school and grade may be revealed in the presentation(s), but that no other information about our child or his/her schoolwork will be revealed without our prior consent.

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Students First Name (Please Print)

\_\_\_\_\_  
Students Last Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and Zip Code

\_\_\_\_\_  
Telephone (Home)

\_\_\_\_\_  
Telephone (Work)

\_\_\_\_\_  
Date

It is the policy of the District that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.

# Bentley Community Schools

## REQUEST FOR RECORDS

This student has enrolled in Bentley Schools.

Please forward CA-60, immunization, transcript and any behavioral report records for the student listed below:

Student Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Previous School:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please send records to (circle one):

(Grade K – 5)

(Grade 6 – 8)

(Grade 9 – 12)

**Barhite Elementary**

6080 Roberta  
Burton, MI 48509  
Ph: 810-591-9645  
Fax: 810-591-9198

**Bentley Middle School**

1180 N. Belsay Road  
Burton, MI 48509  
Ph: 810-591-9043  
Fax: 810-591-9166

**Bentley High School**

1150 N. Belsay Road  
Burton, MI 48509  
Ph: 810-591-9514  
Fax: 810-591-9158

Parent has indicated that student **was receiving** Special Education services. Please fax copies of the current IEP, most recent Re-Evaluation and MET and psychological evaluation to the Bentley Special Services Office.

Parent indicated that student **was not receiving** Special Education services but please check for records and, if present, fax copies of the current IEP, most recent Re-Evaluation and MET and psychological evaluation to the Bentley Special Services Office.

**Bentley Special Services Office**

Ph: 810-591-9543  
Fax: 810-591-9451

Signature of Parent/Guardian: \_\_\_\_\_