Bedford Public Schools Handbook

2026-2027

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INTRODUCTION

The student handbook is the evolution of many years of student, parent, and administrative input. This handbook represents the best effort, to date, of making sure that all students are afforded the best opportunities to learn in the Bedford Public Schools environment. Rules and regulations outlined herein are offered as a means of obtaining the best outcomes for, not only students, but parents, teachers, and administrators alike. These policies and procedures have been established by the Board of Education to provide for the welfare of all students in Bedford Public Schools. All policies, regulations, definitions, and procedures comply with the laws of the State of Michigan and of the United States. All parents, students, and staff are expected to be familiar with the contents of this book. **Students, you will be held accountable for adhering to the rules stated herein.** Though an attempt has been made to make this handbook as comprehensive as possible, no book could cover every situation that will be encountered in our schools. The "Student Responsibilities" section of this handbook is to be used as a guide for discipline. The staff and administration will make every effort to apply the disciplinary code in an equitable and consistent manner. The final determination of any issue will be made at the discretion of the administration. If there are questions or comments, please direct them to one of your building administrators. Overwhelming positive comments from students, parents, and staff reinforce that it has become a necessary part of the education provided at Bedford Public Schools. **The District recommends that parents and students carefully review the contents of this handbook together.**

DISTRICT VISION STATEMENT

Bedford Public Schools is committed to Educating for Life: Academic Excellence, Diverse Opportunities, Community Engagement, and World Class Environment..

THE BEDFORD PUBLIC SCHOOLS STAFF BELIEVE:

- Every child can learn.
- Education is the shared responsibility of the school, students, family, and community.
- We must prepare students for life-long education.
- Our society needs the varied contribution of all adults.
- A high school diploma is a necessary ingredient for a successful future.
- Students most effectively realize their potential when their physical, emotional, and mental needs are considered.
- Schools should provide the skills necessary for students to become productive, contributing citizens of our society and the world.
- Students have a right to responsible, competent, caring adult leadership.

RESPONSIBILITIES OF BEDFORD PUBLIC SCHOOL STUDENTS
Bedford Public Schools' students are expected to be aware of and accept individual responsibilities in the following areas:

- Respect the inherent human dignity, worth, and rights of every other individual.
- Attend school daily and be prepared and on time to all classes.
- Become actively involved in one's education in preparation for adult life.

- Express opinions and ideas in a respectful manner so as not to offend or slander others.
- Dress so as not to interrupt or interfere with the educational process.
- Be aware of and follow all rules and regulations regarding student behavior and conduct.
- Study diligently and strive for the best possible level of academic achievement.
- Assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.
- Take an active part in the improvement of the school by becoming involved in or supporting student government.

COMMON CLASSROOM EXPECTATIONS

- Comply with all rules stated in the code of conduct
- Demonstrate respect continually in classrooms and hallways. Use appropriate language. Profanity, harassment, and or insulting remarks are unacceptable.
- Always carry a school ID (JHS and SHS) and show it to any staff member upon request.
- Be inside the classroom by the time the bell is finished ringing.
- Bring your classroom materials to every class.
- Have a hall pass when in the hallway during class time.
- Food and drink items are to be consumed in the cafeteria and in the classroom only at the teacher's discretion. Food and drink items are prohibited in hallways.
- Clothing/grooming that is deemed unsafe or disruptive for the classroom or school environment, including but not limited to hats/hoodies/coats/outerwear, may not be worn in the building during school hours.
- Make up work, one day for each excused day absent.

CHAPTER 1: DAY TO DAY ESSENTIALS

ATTENDANCE

The Bedford Board of Education believes regular school attendance is essential to quality education. Good attendance demonstrates commitment and accountability. Attendance and class participation provide interaction with fellow students and teachers and promotes learning and academic achievement.

All students are expected to attend all classes every day and to be punctual in their attendance. If a student is unable to attend school or any part of the school day it is the parent/guardian's responsibility, regardless of the student's age, to notify their school's attendance line (see individual school information page). The direct phone lines are available 24 hours a day.

INTRODUCTION, POLICY AND PROCEDURES FOR ALL STUDENTS:

Absences

Students sometimes must miss school because of illness, family tragedy or other unavoidable reasons. A written notice of the reason for the absence must be submitted to the school upon the student's return within two school days. This will assist the staff in helping your child when he or she returns. Students are responsible for work missed while absent from school. Students are given one day corresponding with each day absent to make up work missed during an absence. However, under special circumstances, students may be granted additional time to make up work with the written permission of the building principal.

Parents should help ensure that student absences are limited. Personal convenience absences, including vacations, are strongly discouraged when school is in session. As school attendance is essential to

success, patterns of excessive single day absences, repeated tardiness, or early departures may lead to a mandatory meeting with the school administration. It is crucial that the home and the school work together to maintain regular attendance. Our goal is to avoid truancy issues.

Children should remain at home during illness, but should not be kept home from school for other reasons. **A student must be 24 hour fever-free before returning to school.** The School District will work cooperatively with all parents and students to assure positive student attendance.

Parents can monitor their student's attendance through Infinite Campus. Information regarding the Infinite Campus is made available at the open house and is also available in the school office.

Reporting an Absence
Elementary (Grades K-5)
Please call your building health aide to report when your child is absent:
DRE: 734-850-6720
JRE: 734-850-6620
MRE: 734-850-6820

Secondary (Grades 6-12)
Please call your building Attendance Office to report when your child is absent:
JHS: 734-850-6210
SHS: 734-850-6110

Absences (Appealed) excluded from the 15 absences that count toward truancy include:

* School related absences (including school suspensions)
* Court ordered absences
* Absences due to death in the immediate family (Documentation may be required.)
* Absences such as long term sickness and significant tragedies (doctor's note required)
* Absences accompanied by a doctor's note
* Absences due to Religious Instruction/Holidays: Students who miss class to attend religious instruction/holidays/services will not be counted absent pending parental confirmation with the Principal.
*__SHS__: College/Trade School Visits that follow the proper protocol**

College/Trade School Visit**
High School students wishing to make a college visit may do so twice (2) within the year without being counted absent by following the required procedure:

* Through parent or guardian request, the student will obtain a "College Visitation and Verification Form" from the attendance office PRIOR to the visit, then have it officially stamped at the college visited.
* The student, upon returning, will take the stamped form to the attendance office.
* This process must begin PRIOR to the college visit in order to be exempted.
* Exceptions to this process may be made by the Principal.

Parent Contact
Absences noted as parent contact do not count as appealed, and, therefore, count as unexcused days toward the overall fourteen (14) allotted days. Parent contact allows the school to document that you are aware that your child is not in school for truancy purposes.

Parents/Students have the right to appeal their absences to the administration. Absences that are successfully appealed will not count toward the fourteen (14) allotted days for truancy purposes. Appeals for attendance must be made in writing, with proper official documentation, to the assistant principal within ten (10) calendar days of the absence.

Unexcused Absences

Any student who is absent from school for all of any part of the day without a legitimate excuse shall be considered truant upon accumulating 15 or more unexcused absences, and the student and his/her parents shall be subject to the truancy laws of the state. Absences for BJHS are accumulated throughout the entire school year; they do not reset at the semester.

Unexcused Absences may include, but are not limited to:

* Vacation
* Skipping/Truancy - The willful absence from scheduled classes/activities
* Oversleeping
* Missed bus
* Unverified absence - No parent notification
* Traffic Issues (Trains, car problems, construction, etc.)
* Leaving school without permission or not following proper checkout procedures
* Hunting
* Non-school related events (athletic, fine arts, etc.)

Extended Absences/Vacations

Vacations during the school year are discouraged. Vacations taken during the school year will be counted against the student's total number of absences. Students and teachers should work together to mutually agree upon which assignments will be made available before/during the trip. Students are responsible for obtaining the assignments and for all work missed during the time of the absence. Students should complete all feasible tasks and assignments through Schoology. Please avoid taking vacation during the days of state testing and final exams (see the school calendar).

Truancy

Unexcused absences from school are not acceptable and constitute truancy. Students who are repeatedly absent from school are considered truant by Michigan State Law. When a student is identified as truant by a school administrator, the parent(s)/guardian(s) will be required to meet with the principal and or counselor. After fifteen (15) absences from school, an Attendance Improvement Plan (AIP) meeting will be scheduled. If a parent does not attend the AIP meeting and/or the student's attendance does not improve, a Truancy Referral Form will be sent to the County Prosecutor. Truancy follows students each year. If an AIP meeting had been scheduled, the case will pick up the next school year where it left off the previous school year.

Once the Truancy Referral Form is sent to the Prosecutor's Office, the following will occur**:

- The County Prosecutor's Office will set up a Zoom Meeting with the parent or guardian.
- If attendance issues persist, a Law Enforcement Truancy Referral Form and all related documents will be sent to the appropriate School Liaison Officer. The adult warrant request and/or juvenile petition request will be reviewed for charging by the County Prosecutor's Office.
- If the student/family has been through all the above steps during the prior school year, or prior semester, a Law Enforcement Truancy Referral form and all related documents will be sent to the Liaison Officer for immediate prosecution.

**Elementary students with high absences, who are not at their neighborhood school, may have their district transfer request revoked and enrolled at their neighborhood school to give the student the ability to ride the bus to school.

Tardiness / Half-Day Absences
Elementary (Grades K-5)
Oversleeping, babysitting, personal reasons, missing the bus, stuck in traffic, or late car drop off/loop or any other transportation problems other than a BPS bus issue is considered unexcused.
* After 10 tardies, a letter will be sent home
* After 15 tardies, a parent meeting will be scheduled with administration

AM Attendance: AM Attendance is submitted by 8:45 AM
* AM Tardy - Student arrival after 8:30 AM, but before 12:00 PM.
The time of arrival will be recorded so patterns of tardiness can be monitored.

PM Attendance: PM Attendance is submitted prior to leaving at the end of the day.
* PM Tardy - Student arrival after 12:00 PM but before 3:30 PM.
The time of arrival will be recorded so patterns of tardiness can be monitored.

Secondary (Grades 6-12)
Late to School/Early Release - Sign Out
- Late to School - Student arrival after 7:30 AM, but before 11:00 AM

The time of arrival will be recorded so patterns of tardiness can be monitored. Unexcused late arrivals to school will be considered tardy and will result in consequences.

Secondary Tardy Policy:
Tardiness is unacceptable. Students are expected to arrive at school at the beginning of the school day on time and are expected to pass from class to class in the allotted time without being late for class. The following tardy policy is applied per semester: (BHS)/ per quarter (BJHS):
- Third tardy to an individual class equals one penalty hall.
- Fifth tardy to an individual class equals one penalty hall.
- Seventh tardy to an individual class equals a Friday or Saturday penalty hall.
- Nine or more tardies to an individual class will result in progressive days of In-School Suspension (ISS)**.**

Homework: Elementary School
Homework is the time students spend outside the classroom in assigned activities to practice, reinforce, or apply newly-acquired skills and knowledge to assure mastery. Homework may also be used to expand or enrich regular classwork. The use of homework as a means to discipline students is prohibited. Homework will be assigned on an as needed basis and in consideration of a student's capability to complete it within a reasonable time. (Policy 7580)

Homework can:
* Provide additional practice increasing the amount of time students are actively engaged in learning.
* Help teachers monitor progress and diagnose learning problems.
* Help increase student responsibility and accountability.
* Facilitate movement through the curriculum allowing more materials to be introduced.
* Lead to increased communication between home and school and increase parent awareness of student learning.
* Contribute to students' and parents' understanding of the schools' high expectations.

Make-up Homework

Parents who seek homework for their absent child must make arrangements with the office. Requests for homework (made before 9:00 a.m.) will be available by the end of the day prior to 3:30 p.m.

Senior High School and Junior High School classes offering High School credit

* If a student accumulates ten (10) or more absences in a course, the highest grade that he or she can earn will be a D-. (If a student is earning a grade higher than a D-, it will be reduced to a D- unless days are made up.
* This grade will be averaged into the student's cumulative GPA.
* Students will have the ability to make up their attendance once they have accumulated ten (10) or more absences in a course. Students should see their assistant principal to schedule the make up time. (See Making up Days**)
* Additionally, once a student has left the building, that student cannot return to the building until the following day. The ONLY exception to this rule is the student may return with a doctor's return-to-school note for that specific day. This includes students leaving during lunch and homeroom time. Those students will be absent for the rest of the day and may NOT return, as Bedford High School is NOT an open campus.
* Students participating in extracurricular activities will not be able to participate on any day until the student successfully attends school for five straight hours.

Making up Days**

* Students who have violated the attendance policy have the opportunity to make up absences by attending Friday or Saturday Penalty Halls.
* In order to make up a day toward the attendance policy, students must make arrangements with his or her Assistant Principal.
* Students may not bank days by serving a Friday or Saturday Penalty Hall prior to violating the attendance policy.
* One Friday or Saturday penalty hall appeals one calendar day of absences.
* Friday or Saturday Penalty Halls must be served no later than the Friday or Saturday prior to the end of the semester.

Make up Work due to Illness

At any time a student misses class they should first check our learning management system, Schoology, for missed work. Parents and students may also utilize email and teacher websites for obtaining homework assignments and handouts, if necessary. Arrangements for parents to pick up assignments may be made with your child's teacher via phone or email.

DRESS CODE - Elementary

Proper attire and personal appearance are the responsibilities of students and their parents/guardians. Students are expected to dress and groom themselves appropriately for school. If a student dresses or selects a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to himself/herself or others, the student may be sent home or removed from the educational setting. *The building administrator has the authority to determine what is appropriate. The decision of the building administrator is final.*

AS A GENERAL RULE STUDENTS SHOULD BE COVERED FROM THE SHOULDER TO MID THIGH.

The following are ***NOT*** appropriate:

* Clothing/grooming that illustrates or promotes alcohol, tobacco, drugs, gangs, violence, sexual, and/or vulgar activity, or any illegal activity.

* Low cut, revealing, or bare-midriff tank tops, sundresses, or shirts.
* Clothing/grooming that is disruptive to the educational process.
* Clothing/grooming that does not reflect good personal hygiene.
* Clothing/grooming that is deemed unsafe for the classroom or school environment (i.e. high heels, skate shoes).
* Sagging pants or shorts.
* Shorts/skirts/dresses must be longer than the top of the student's palm.
* Backless shoes and sandals are not recommended.

DRESS CODE - Junior High and Senior High

Proper attire and personal appearance are the responsibilities of students and their parents or guardians. Students must practice good hygiene or they will not be allowed to attend classes. Any student missing class because of a dress code violation will be marked "unexcused" for the time absent from class. Penalty halls may be assigned for minor dress code violations. Students are required to know and follow the accepted dress code requirements and consequences listed above. While the administration will make final judgment on any dress code matter, the staff will act in a guidance capacity.

AS A GENERAL RULE STUDENTS SHOULD BE COVERED FROM THE SHOULDER TO MID THIGH.

Students are expected to dress and groom themselves appropriately for school. The following are NOT appropriate:

1. Clothing/grooming that illustrates or promotes alcohol, tobacco or other drugs or any illegal substance or illegal activity.
2. Clothing/grooming that emulates gang/street activity.
3. Clothing/grooming that promotes violence (i.e. chains that are not considered jewelry, spikes, etc.)
4. Clothing/grooming that is vulgar, provocative, or otherwise suggestive.
    a) Undergarments should not be visible at any time (this includes boxer shorts, briefs, underwear, bras, garter belts, etc.).
    b) Skirts or shorts must be approximately lower than the palm of the hand.
    c) Low-cut, revealing, or bare-midriff tank tops, sundresses, or shirts are not permitted.
    d) Sleeveless tops are **not permitted** if they violate a or c. Tops such as halter tops (bare shoulder or back, ties at the back of the neck or waist), spaghetti-strapped tops, bare shouldered tops, belly tops (midriff may not be revealed) and tube tops are **not permitted**. Tank tops having shoulder straps two or more inches wide **are permitted**.
    e) Sheer see-through clothing is not permitted if they violate items a or c.
    f) Ripped jeans are permitted in grades 9-12. Ripped jeans are not permitted if they violate items a or b.
5. Clothing/grooming that is deemed unsafe for the classroom or school environment, including but not limited to hats/coats/outerwear/capes. Hooded sweatshirts are permitted as long as the hood is not worn.
6. Clothing/grooming that is disruptive to the educational process.
7. Clothing/grooming that does not reflect good personal hygiene.
8. Distracting body piercing.
9. Tops and bottoms that do not overlap while standing or seated.

Parents and students are advised that the wearing of jewelry, in physical education and some career technical education classes may pose a safety hazard and may be prohibited by individual teachers. It is strongly recommended that jewelry be removed before students participate in all physical education and applicable career technical education classes.

The principal shall have considerable latitude to determine the appropriateness of student dress and grooming, acting in the best interests of establishing and maintaining a safe and effective environment for the benefit of the school. The decision of the Principal is final.

FOOD SERVICE PROGRAM

Bedford Public Schools Food Service/Child Nutrition program is managed by Chartwells Dining Services and is operated under the USDA National School Lunch and Breakfast Program. Breakfast and lunch are available at all buildings and to all students. The cost is based on the student's determined eligibility of paid, free or reduced price.

A computerized system is used for food service purchases with each student assigned an individual account. Menus, account information and the ability to make prepayments to food service accounts are available on the internet through the school district's website. Prepayments are also accepted at each building's food services. Please include the student's name and homeroom/teacher on all payments.

To apply for FREE AND REDUCED meals, create an account using the portal linked below and fill out an application online or pick up an application in your school office.

You can prepay your child's meal account by creating an account at the portal here:
https://bedfordps.familyportal.cloud

Should you apply and be approved for free or reduced lunch status, this can help the district secure additional state and federal grant dollars that help teachers to provide additional time and support for student to learn the essential curriculum

Breakfast

Breakfast is available to all students before school for a nominal charge, consisting of cold cereal, milk, juice, and a muffin or bagel. Students may purchase single components of the breakfast menu on an ala carte basis prior to the start of the school day.

CHAPTER 2: COMMUNICATION AND SAFETY

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and activities. Individuals with disabilities should notify the building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting.

BIRTHDAYS/SCHOOL PARTIES

Birthdays - Elementary

If birthday invitations are to be distributed at school, they must be given to the entire class. Otherwise, they should be distributed off campus outside of school hours.

In consideration of our students with special medical needs, as well as in support of our District Wellness Policy, food items should not be sent in for birthday celebrations. An alternative to food is permitted. Please contact your child's teacher before sending birthday items to school.

School Parties - Elementary

School parties may be held to celebrate the following: Halloween, Christmas, and Valentine's Day. The district encourages serving healthy food options at school parties in addition to party treats. **If a student has any health issues related to food, parents should notify the school office and provide relevant medical information where appropriate.**

Junior High and Senior High
The distribution of birthday treats or food in the classroom is prohibited at the Junior High and High School.

CHAPERONES

Chaperones are responsible for student safety at all times. Before serving as chaperone for District field trips or excursions, the District may require appropriate screening processes to ensure the adults are free of criminal convictions or misdemeanors involving children. This may include criminal background checks or gathering personal references.

COMMUNITY EDUCATION

Bedford Public Schools, through the philosophy of community education, serves the educational needs of the entire community; preschoolers, students, adults, and senior citizens. We believe that learning is a lifelong endeavor and that the schools can play an active role in providing a variety of learning experiences for everyone. As a result of the community education concept, Bedford Public Schools sponsors the following programs: The Latchkey Centers at Douglas, Jackman and Monroe Road Elementary Schools, Recreation and Enrichment Programs, Adult Education, Senior Activity Center, and the Health Van Program. Each of these programs is financially self-supported through various federal, state, and local grants, participant fees, and donations.

Bedford Public Schools also provides community service by helping to facilitate worthwhile community programs such as blood drives. Businesses, churches, community organizations, and individuals are all welcome to use school buildings for meetings, classes, recreation, or other activities. Most importantly, Bedford Public Schools encourages you to become involved in your schools by serving as a volunteer. For more information on any of these programs and services, please call or stop in the Community Education Office at 1623 W. Sterns Road.

After School and Weekend Activities
The Community Education Department offers many enrichment and recreation activities. These activities are provided to help meet student interests and to provide opportunities for activities that cannot be scheduled into the regular school day. A fee is charged for these activities to help meet the cost of instruction and any materials that may be needed. Your child must be dropped off and/or picked up promptly for the activity as we cannot have unattended students in the building. Bedford Public Schools reserves the right to contact appropriate law enforcement officials and other agencies if children are not picked up within a reasonable period of time (half-hour) following the conclusion of an after school or weekend activity. If you have ideas for activities you would like to have offered or are interested in teaching an activity, please let us know. Your ideas, suggestions, and assistance are always welcome.

The Latchkey Center - TLC
The Latchkey Center provides care before and after school for elementary students who would otherwise be home alone while parents are working. The Latchkey Center provides a variety of enrichment activities to help the child develop physically, socially, emotionally, and intellectually. Latchkey hours are 6:30 to 8:30 am and 3:30 to 6:00 pm. Please contact the numbers listed in this section for up-to-date rates.

Advance registration is required. For more information contact your Latchkey Center at 850-6719 (DRE),

850-6619 (JRE) or 850-6819 (MRE). Bedford Public Schools reserves the right to contact appropriate law enforcement officials and other agencies if children are not picked up within a reasonable period of time following the conclusion of latchkey services.

COMMUNICATION WITH PARENTS

Bedford Public Schools subscribes to an automated phone alert system Parent Square, which allows a recorded message to be distributed to all parents and staff within a very short period of time. This system utilizes the phone numbers parents and staff have provided to the school and District as their official contact information.

The District and school websites are frequently updated with news and information about local school events. The elementary schools have a monthly newsletter.

BPS APP NOW AVAILABLE IN APPLE APP STORE & GOOGLE PLAY STORE

Stay in touch with Bedford Public Schools wherever you go by downloading our new mobile app! Download on your mobile device today and select yes to receive push notifications with the latest news and updates from the District.

Over 20 options for more information are at your fingertips: Alerts (Customize your settings to receive school specific notifications!), School Information, Calendars, Menus & Lunch Accounts, Bus Finder, Athletics & Final Forms, Student and Parent Schoology Options, Infinite Campus, HelpDesk, a searchable Staff Directory, RevTrak, Latchkey & Community Ed, Student Handbook, OK2SAY, Jobs at BPS, and BPS Social Media…all in one place!

Here are the direct links to the new app for Bedford Public Schools:
App Store:
https://itunes.apple.com/us/app/bedford_public_schools/id1560189448?ls=1&mt=8
Google Play Store:
https://play.google.com/store/apps/details?id=com.relianceco.cma.BedfordPS

To communicate with a teacher, parents are encouraged to send an email message. In most cases, the email address format is firstname.lastname @mybedford.us. Email addresses can be found at the district website, listed for each school under 'Staff'. Please allow time for teachers to respond, keeping in mind that time is limited during the school day. In addition to email, voice mail is available, or you may call the school office and leave a message.

The District has a filtering system for emails to protect it from viruses and excessive spam. If a parent emails a staff member and does not receive a response within 24 hours, please call the staff member to be certain your email address has not been rejected.

DELAYS AND SCHOOL CLOSINGS

Parents are encouraged to sign up with the School Messenger to receive instant messages regarding delays, closings, or other important school related information.

In the event of inclement weather, students should listen to local radio stations for school cancellation or delay information.

School Closings
Several radio and television stations are notified if school is closed or shortened due to inclement weather. Some or all of them will broadcast the information depending on the time the decision is made by school officials.

Radio:	**WVKS…...92.5 FM**	**WXKR…...94.5 FM**
	WKKO…...K-100 FM	**WSPD…...1370 FM**
	WLQR…...101.5 FM	**WJR…….. 760 AM**

Television	**WTOL - TV ……. Channel 11 Toledo**
	WTVG - TV ……. Channel 13 Toledo
	WNWO - TV …… Channel 24 Toledo
	FOX - TV ……. Channel 36 Toledo
	FOX - TV ……. Channel 2 Detroit

Internet: Visit https://www.bedford.k12.mi.us/our_district/transportation Click "School Closings & Delays" link

School Delays
When school is delayed, the same radio and television stations as listed above will be notified. When school is delayed, the starting time will be two (2) hours later than normal. Lunch will be served in all buildings. School normally begins at 7:30/8:30 AM.; therefore, if there is a 2 hour delay, school will start at 9:30/10:30 AM

Emergency Warning System
Parents/guardians will receive email, text message, pager, or voice mail notification of school closings or other important school announcements. Parent Square will automatically update every night to record changes to contact information, add new students, and remove dropped students.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)

In compliance with the ESEA, Bedford High School is required to provide directory information to the United States military and their academies. If a student or parent or guardian of a student does not wish this information to be provided, the law stipulates that a signed, written request by the parent or guardian must be submitted to school administration. This request must state that the pupil's directory information NOT be given to these branches.

FEES AND FINES

Students who have outstanding fees and fines at the school will not be able to participate in co-curricular/extra-curricular activities or-be assigned a locker or parking pass until the student's financial obligations have been satisfied. High school students - please be advised that if your student is scheduled to graduate this year, he/she may be precluded from participating in commencement or other end-of-the-year senior activities if this matter is not resolved prior to the end of the school year.

FIREARM STORAGE NOTIFICATIONS

Information on the safe storage of firearms developed by the Michigan Department of Health and Human Services is available here and linked on the School District's website.

The informational notice is available in English, Spanish, and Arabic and also linked on the School District's website.

HOMELESS INFORMATION - TITLE IX - McKinney-Vento Homeless Assistance Grant

The purpose of this grant is to ensure that all homeless children and youth have equal access to the same free, appropriate public education available to other children, and to help them graduate ready for careers, college, and community. For assistance, please contact your child's school office.

LOST AND FOUND

All hats, coats, gloves, boots, and personal items should be labeled with your child's name. Lost and found boxes are available in each building. Please contact the school office to determine the location of the lost and found. Items will be donated to charity after several weeks.

MESSAGES AND PERSONAL DELIVERIES

1. The school is unable to deliver messages to students, except in case of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.
2. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message until later.
3. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before students arrive at school.
4. No personal items (flowers, balloons, etc.) will be delivered to any student. If a student is expecting a delivery, the student may check the office between classes or at the end of the day to see if the expected item has arrived. No food may be delivered.

PARENT DROP OFF - Early Arrival - Elementary

For safety reasons, children will not be allowed in the building until five (5) minutes prior to classes beginning. The Latchkey Center is available if your child needs to be dropped off early.

PARENT PICK UP - Elementary

To minimize disruptions at the end of the day, parents and guardians picking up students must wait by the office or designated pick-up area or follow the school's sign out procedure for their child to be dismissed. Please do not wait outside of the classrooms. To ensure that children are dismissed to the appropriate adult, please sign out your child in the office. In emergency situations when it is necessary for your child to leave school during the school day, he/she will be dismissed through the school office. Please be advised that parents are required to pick up their children in a timely fashion after school. Bedford Public Schools reserves the right to contact appropriate law enforcement officials and other agencies if children are not picked up within a reasonable period of time (30 minutes) following the conclusion of school.
Please remember: Cell phone usage is illegal in a school zone!

PARENT PICK UP - Junior High and Senior High

Congestion around school buildings is a tremendous safety issue. Drivers should be mindful of designated drop off and pick up areas, and to obey the traffic flow patterns put in place at each building. Please see individual school drop off and pick up directions noted on individual school roster pages.

A few reminders about car safety:

- While on school property please park legally and in designated areas.
- Obey speed limits, posted signs and parking cones
- If you are waiting in the car line to pick up your child you must stay in your vehicle at all times.
- Always unload or pick up children when properly parked curbside.
- Never allow your child to cross between cars or buses.
- Do not pass buses that are loading or dropping off children.

Please remember: Cell phone usage is illegal in a school zone!

PARENT TEACHER ORGANIZATION (PTO)- available at DRE,JRE, MRE, and BJHS

The PTO welcomes the entire community to our school and invites you to join the PTO. Many programs, projects, and activities are sponsored annually by the PTO. For example: field trips, assemblies, movie night, science and reading nights, etc. Families, friends of education, and businesses are encouraged to join the PTO. The ultimate goal is to unite parents, teachers, and community in order to serve the many needs and interests of our students. Please show your support by becoming a member of the PTO and assisting in any way that you can to promote quality lives for our kids.

PARKING REGULATIONS AND REGISTRATION

Any student who drives and parks on the Bedford High School Campus must obtain a parking permit. Permits are available after showing a valid driver's license, proof of insurance, vehicle registration, and payment of the $50 registration fee per year or $25 for second semester. Driving to school is a privilege. Violation of any of the following regulations will result in a suspension of that privilege without refund. Please be advised that students will need to purchase a new parking tag for each school year.

Parking permits will be sold to students in grades 10, 11, or 12 that can show they have a valid driver's license, proof of insurance, vehicle registration, and payment of the $50 registration fee per year or $25 for second semester. Parking permits will be sold on a first-come, first-served basis with sales starting during registration week. The number of permits to be sold is determined based on the total number of spaces. No permits will be sold beyond the number of spaces. Parking is limited and will likely sell out.

Regulations

1. 10, 11, or 12 grade students are the only students who may purchase a parking permit.
2. Parking permit tags must be hung on the rear view mirror with the permit number facing out. Permit tags are not transferable.
3. Obey all traffic laws and posted signs. These laws are enforced at all times and violations could result in a citation.
4. Parking for students is permitted only in the west lot behind the concrete parking barriers. Your vehicle must be parked in and between the appropriate yellow lined spaces.
5. Upon arriving at school, exit your vehicle promptly and enter the building. You are not permitted to occupy your vehicle during school hours.
6. Anyone using a vehicle to skip classes or transport a student skipping classes will lose parking privileges.
7. Report all accidents to the office.
8. Vehicles parked on school property are subject to search.
9. Vehicles left on school property longer than 24 hours may be towed at the owner's expense.
10. Students who lose their parking tag will be required to purchase a new one.

11. Drivers of unregistered vehicles will receive disciplinary action and their vehicle may be subject to tow.
12. Five tardies to the first period in a semester will result in loss of driving privileges for ten school days for the first offense and thirty school days for the second offense in a semester.
13. Students are not allowed to park in the staff parking. Staff parking includes the white parking spaces in the back parking lot, and the east and south sides of the building.

Consequences for Parking Violations
Students will receive disciplinary action for parking violations and their vehicle may be subject to tow. Students may also lose their parking privileges. Any student driving to school with suspended parking privileges or without registration will be subject to school discipline up to suspension. Students will be directed to remove their vehicle from school property. For more detailed information, consult the Parking Rules and Regulations sheet given with the permit.

RECESS - Elementary

Recess is provided for our students each day. Students should dress appropriately for all weather conditions. At the discretion of the principal, recess may be held indoors if the weather is too inclement or if the temperature/wind chill is at or below 15° F.

SAFETY DRILLS

Pursuant Michigan HB 4714 each school will conduct a minimum of five fire drills, two tornado safety drills, and two lockdown/emergency drills during the school year and one cardiac response team meeting.

Fire Drill
When the evacuation signal sounds, students must leave the classroom in an orderly fashion and proceed to the first available exit. Students are not allowed to go to their lockers before leaving the building. Under no circumstances should there be running, shouting, or other boisterous conduct. The evacuation route is diagrammed on a map near the door of each classroom. Once outside, students should form an orderly group with their teacher at designated areas away from the building.

Violent Intruder Procedure
The Bedford Public School District considers the safety of students and staff the highest priority and has developed crisis plans and procedures for our schools. A minimum of three drills will be performed each academic year in which occupants are restricted to the interior of the building. If there is a potential threat, the affected building will be put on lockdown until the potential danger passes and the all clear is given. We have adopted the ALICE school safety program to offer the students and staff options when

dealing with a violent intruder. **ALICE** is an acronym for:

Alert - alert the staff and students in clear language.
Lockdown - if evacuation is not a safe option, secure the entry points and classrooms.
Inform - communicate with specific and direct language by any means possible.
Counter - as a last resort, use distraction techniques.
Evacuate - leave the building when safe to do so.

Tornado Drill
In the event of threatening weather, school officials will monitor local radio stations as well as the police and fire department. If a tornado warning is issued, students will be directed to “safe areas” within the school. Students should stay away from doors, windows, and showcases. No one is permitted in the gym, cafeteria, media center, or in the auditorium during a tornado drill. Students must remain in the designated area until the “all clear” has sounded. Students may return to the classroom with their teacher only after the “all clear” bell has been sounded.

SEARCH AND SEIZURE

School officials maintain the right to search a student's person and/or personal effects or vehicle whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Student lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections or searches of lockers at any time without notice, without student consent and/or without a search warrant. Students should have no expectation of privacy in the use of a school locker. A "drug dog" may be brought in by a police officer to check hall lockers or cars parked on school property. Examples of items subject to this regulation include, but are not limited to: drugs, drug paraphernalia, weapons, pornography, stolen goods, firearms, explosives, alcohol, tobacco, electronic cigarette devices (e-cigs, vape devices), or cigarette lighters.

STUDENT EXPRESSION POLICY AND DEFINITIONS

School Sponsored

The District will exercise editorial control over the content and style of school sponsored or classroom produced publications, theatrical productions, and other expressive activities reasonably related to legitimate educational objectives. School sponsored expressive activities will not restrict free expression or diverse viewpoints within the context of responsible journalism.

School sponsored expressive activities include those publications and activities created and developed as part of the educational curriculum, co-curricular activity, or classroom activity. All expressive activities produced as part of an academic class or with school sponsorship must have approval of the classroom teacher or sponsor prior to publication or presentation. Additionally, each publication must be reviewed by the Principal or designee prior to publication or distribution.

Non-School Sponsored

Any student wishing to present or distribute non-school-sponsored material must first submit a copy of the material for approval to the Principal or the Principal's secretary. These materials must be submitted at least one school day (24 hours) in advance, directly to one of the persons named above. Leaving a copy of the materials on an administrator's desk does not constitute submission for approval. In addition, the student making the request will complete and sign a request.

Section I Students of Bedford Public Schools have the right, to distribute, at reasonable times and places, unofficial written materials, leaflets, brochures, fliers, petitions, buttons, badges, or other insignia, except those which contain expression which:

A. is obscene to minors;
B. is libelous;
C. is pervasively indecent or vulgar (for secondary schools); or contains any indecent or vulgar language (for elementary schools);
D. advertising any product or service not permitted to minors by law;
E. invades the rights of another person and could result in tort liability;
F. constitutes fighting words, the very expression of which injures or harasses other people or tends to incite immediate breach of the peace (e.g., threats of violence, defamation of character of a person's race, religion or ethnic origin);
G. presents a clear and present likelihood that, either because of its content or manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution of unofficial written material not in the categories listed above will be permitted provided that the students distributing the written material are not engaged in, or supposed to be engaged in, classes, study periods, or other school duties, and provided that the written material has been approved for distribution through the procedure described in Section II.

Section II Procedures
Anyone wishing to distribute or display non-school sponsored written material must first present for approval a copy of the materials directly to the Principal. Leaving a copy of the materials on the Principal's desk does not constitute submission for approval.

In addition, the student making the request will complete and sign a request for providing the following information:

1. Name and telephone number of the person submitting the request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed; and
4. Any printed material to be distributed as well as signs posted in hallways must be approved and be posted only in the "Grip-a-Strips" provided in the hallways. All signs must be removed after the posting date has expired.
5. The grade(s) of students to whom the display or distribution is intended.

A copy of the materials to be distributed or displayed, together with the complete request form, must be provided to one of the persons listed above one school day (twenty-four (24) hours) in advance of the desired distribution time.
Within twenty-four (24) hours of submission of both the materials to be distributed or displayed and the completed request form, the Principal will render a decision whether the material to be distributed violates the Guidelines in
Subsections I and III of this Policy.
If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the Office to which her/she submitted the materials to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Subsection III.

At the time of submission, the student is encouraged to meet personally with the Principal so that the student and Principal may freely exchange views on why the distribution or presentation of the material may or may not be appropriate. The student may support the case for presentation or distribution with relevant witnesses and/or materials.

If the person is dissatisfied with the decision of the Principal the person may submit a written request for appeal to the Superintendent of Schools or his/her secretary. If the person does not receive a response within two (2) school days of submitting the appeal (excluding Saturdays, Sundays, and holidays) the person shall contact the Office of the Superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Subsection III.

At every level of the above process, the person submitting the request shall have the right to present the reasons supported by relevant witnesses and material as to why distribution of the written material is appropriate, shall have the right to appeal to the Superintendent. Moreover, while Bedford Public Schools anticipates that all issues can be resolved satisfactorily for both students and the School District, all students are advised that they have the right to pursue any and all matters through the legal system.

Permission to distribute material does not imply approval of its contents by either the School, the administration of the School, the School Board, or the individual reviewing the material submitted.

Section III Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as follows:

A. No written material may be distributed during and at the place of a normal school activity, if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school.

Section IV Definitions

The following definitions apply to the following terms as used in this policy:

A. **"Distribution"** means substantial circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale, and accepting donations for copies. It includes displaying written material in areas of school, which are generally frequented by students.

B. **"Libelous"** describes a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.

C. **"Material and substantial disruption"** of a normal school activity means:

1. Where the normal school activity is an educational program of the School District for which student attendance is compulsory, any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, for example and not for limitation, school athletic events, plays, concerts, lunch periods), "material and substantial seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

   In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

D. **"Minor"** means any person under the age of eighteen (18).

E. **"Non-school sponsored written material"** includes all written material except school newspaper, literary magazines, year books, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, fliers, petitions, placards, and underground newspapers, whether written by students or others.

F. **"Obscene to minors"** means that:

1. The average person, applying contemporary community standard, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom such distribution is requested, such as conduct describing intimate sexual acts; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors

G. **"School activities"** means any activity of students sponsored by the school and includes, by way of example, and not by way of limitation, classroom work, library activities, student newspapers, physical education classes, official assemblies and other similar gatherings, school athletic contest, band concerts, school plays, and in-school lunch period.

Section V Disciplinary Action

Distribution by any student of unofficial written material prohibited in Subsection I or in violation of Subsection III will be halted and disciplinary action will be taken in accordance with procedures

contained in the Student Handbook. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

Section VI Notice of Policy to Students

A copy of this Policy will be published in student handbooks and posted conspicuously in school buildings.

STUDENT PRIVACY PROTECTION - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Access to student records is available, in consultation with a school official, to authorized school personnel, to the student's parent(s) or legal guardian, and to students eighteen (18) years of age or older. Arrangements for review may be made through the principal or through the Guidance and Counseling Department.

Under the provision of the Family Educational Rights and Privacy Act (20 USC Section 1232g) and the regulations adopted pursuant thereto, all parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or older have the right to examine "education records" directly related to a student and maintained by the school district in accordance with the terms of the law and regulations. The Board of Education's policies and procedures for inspection, review, and copying of "education records", with a description of the type of record maintained by the school district and the procedures seeking correction of "education records" is available from the office of the principal of each school in the school district or the office of the Superintendent of Education.

Because it is unrealistic to require written consent for the release of routine information, the Family Educational Rights and Privacy Act allows for the disclosure of "directory" information without written consent. Bedford Public Schools has designated the following as "directory" information:

- Student first and last name
- Address
- Current grade level
- Birth date or age
- Email address
- Telephone number
- Participation in activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, awards achieved
- Date of graduation
- Photographs or video in an educational or extra-curricular setting

Digital media, such as photographs or video, of students in an educational or extra-curricular setting may be taken and released to recognize student achievement and activities. This digital media may be published in publicly accessible media venues. Digital media will not include the child's address or telephone number. As a means of providing additional security for its students, Bedford Public Schools utilizes video cameras on its buses and in school hallways and common areas. Please be advised that general images of your child that may occur as a result of this videotaping will be considered as Directory Information for purposes of review by third parties. Security videos from bus cameras and/or hall cameras used for disciplinary reasons or used as the basis for disciplinary decisions may be viewed by parents and/or guardian in accordance with the following procedures:

Parents and/or guardians will be permitted to review only the section of the video in which their child appears. That portion of the video may be reviewed only on campus in the presence of a school administrator. Videos may not be removed from the District. Copying of the video is prohibited.

Directory information may be disclosed at the discretion of the administration without prior written consent of the parent, legal guardian, or student over eighteen (18) years of age unless and until written

objection to the designation of any or all of this information as directory information is received by the principal of the school which the student attends. If you do not want directory information regarding your child disclosed without your prior written consent, you must notify the District in writing by the end of the first week of the current school year.

Please be advised that two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

Complaints with regard to violations of rights can be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, SW., Washington, D.C. 20201.

STUDENT RECORDS

Student records are expected to be maintained by parents/ guardians with correct contact information to ensure student safety in all situations. It is the responsibility of the family to update the school regarding change of contact information and custody situations.

STUDENT SERVICES

Bedford Public Schools is proud to provide the following support services for our students. County, state, and federal funds subsidize many of them.

Counseling - Junior High and Senior High

The counselors invite you to stop by the counseling office and become acquainted with their staff and services. The counselor's goal is to help each student get the most out of his or her school life. Counselors will be pleased to talk with students at any time about any problems or questions important to them. Students may make an appointment with a counselor before school or during homeroom. The counselors may be able to help students:

- Make adjustments to senior high school schedule
- Understand and apply personal strengths
- Recognize and improve personal weaknesses
- Monitor grades and study habits
- Understand classwork
- Make friends
- Solve personal problems
- Make meaningful decisions
- Plan a schedule for the following school year
- Become aware of career paths and goals

Early Intervention Program - Elementary

Support personnel may also provide reading/language support to students in the primary grades as a supplemental intervention.

Section 31a - State Funded Program

Section 31a provides special assistance to eligible students in Kindergarten through 12th grade in reading, math, and science to help them be successful on the Michigan Student Test of Educational Progress (M-Step) and/or Michigan Merit Exam (MME). This program may provide before and after school programs as well as in-classroom instructional support during the school day.

School Psychologist
The school psychologist may help students who, in spite of extra effort made by the home and school, continue to have social and/or academic problems. The psychologist may also consult with students, parents and staff regarding behavior problems. A student may be referred to the school psychologist by either the parents or the school. The parent or guardian's approval is required before the student meets with the psychologist.

School Social Worker
The school social worker works directly with individual students and with small groups of students under an Individual Education Plan (IEP) to address and help prevent personal, social, school, and home adjustment problems. The school social worker also helps students indirectly by consulting with school personnel, parents, and community agencies to plan special programs for students who may be having trouble learning because of home, school, or classroom conflicts. Parental consent is required before social work services can begin.

Special Education
An Individual Education Program (IEP) will be developed for each student who is eligible to receive special education services under the Individuals with Disabilities Education Act. Students who do not qualify under IDEA may be eligible for support services under Section 504 of the Rehabilitation Act.
https://www.michigan.gov/mde/services/special-education/evaluations-ieps/ieps

Special Education Teachers
Our teachers in the resource room provide the necessary help for children who have disabilities, hearing, or learning problems. This program enables students with disabilities to attend regular classrooms as much as possible and to receive the extra help they need from special teachers who are certified in special education.

Speech Pathologist
The speech pathologist works with students who have speech and language difficulties. Referrals are obtained from parents, teachers, the Monroe County Health Department, etc.

Student Support Coordinator (Elementary)
The student support coordinator is a link between the school and home. The coordinator supports students, parents, and teachers if students encounter academic or social difficulties. The coordinator maintains flexible hours to allow meetings at parents' convenience.

Title 1 -Federally Funded Program - Part A (Title I) of the Elementary and Secondary Education Act
Provides instructional support for students who have difficulty meeting performance standards in the subject areas of communication arts, math, science, and social studies. Through such programs as in-classroom paraprofessional support, and extended day and summer programs, students are provided with effective, timely instructional support that can increase the quality of learning. Title I parents have the right to request information regarding the professional qualifications of the classroom teachers and paraprofessionals who work directly with their student.

STUDENT TRANSFERS

If you should move from the District, please notify the school office and your child's teacher as soon as possible. We will need to know your new address, the date of the move, and the name of your new school, if possible. Each withdrawing student must return all materials (electronic items, library materials, and textbooks), and settle outstanding debts with the school office.

Transfers within district boundaries.

- Transfers will remain in effect for the remainder of the child's elementary career subject to population growth.
- Application to return to your neighborhood school may be submitted after one year.
- The District has the right to return the student to the neighborhood school if attendance or tardiness becomes an issue. Tardiness includes timely student drop off and pickup.

TECHNOLOGY ACCEPTABLE USE POLICY AND SAFETY GUIDELINES

Bedford Public Schools offers access to District Technology Resources for educational purposes only. Use of District Technology Resources is a privilege, not a right. Unauthorized or inappropriate use may result in loss of this privilege and/or other disciplinary action. These technologies include, but are not limited to, computers, network, phones, Internet access, school assigned user accounts, online educational services/apps, audio-visual equipment, and information storage devices, regardless of physical location onsite or offsite, and refers to all information resources, whether individually controlled, shared, stand alone or networked. Students under the age of eighteen (18) must obtain parent permission and sign the student handbook acknowledgement to access and use District Technology Resources. Students eighteen (18) and over may sign their own form.

Use of District technology may only be used for educational purposes and only in a considerate, appropriate, and responsible manner which complies with District standards and Board Policies. Users are prohibited from accessing or attempting to access materials or participate in activities that would otherwise be impermissible on school grounds or would violate any policy of Bedford Public Schools. This includes access to any and all social media websites deemed not to be used for educational purposes. The District reserves the right to grant permission and access on behalf of student's guardians to district approved applications to be used solely for educational purposes.

In order to help ensure that technology is used appropriately, the District provides an Internet filtering system as required by the Children's Internet Protection Act (CIPA) with the understanding that filtering is not infallible. These technology protection measures protect (i.e. block/filter) against Internet access to visual displays /depictions /materials that are obscene, pornographic, or are harmful to minors. The Board also monitors 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. The District does not have control over the information on remote networks, nor are barriers available that guarantee inappropriate information cannot be accessed. 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. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

Teachers and staff members who are responsible for the class(es) in which technology is used will monitor the use of the technology and resources and guide the students toward educationally sound materials. The District provides for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. A teacher or staff member should be consulted if a student questions whether a contemplated activity or material is appropriate. The supervising staff member and/or building administrator will deem what is inappropriate use and his/her decision is final. In addition, any

threatening or unwelcome communication should be reported to an administrator. Because filtering measures are not infallible, the District encourages parents and/or guardians to monitor student usage of technology when off campus. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District makes no warranties of any kind, whether expressed or implied, for the use of District technology and will not be held responsible, nor held liable for any damages suffered as a result of the use of District technology. This includes, but is not limited to, loss of data, delays, non-delivery, or any service interruption. Any and all information created with or placed into District Information Technology systems is considered a school-sponsored publication under the Student Expressive Activities policy and is subject to District policy and procedures.

No user of the District's Technology Resources shall have any expectation of privacy in the content of their personal files, e-mails, and/or records of online activity. The Board reserves the right, at any time, with or without notice, to access, monitor, log, review, and inspect any directories, accounts, files, information, and/or messages residing on or sent using the District's computers and/or network. Any information relating to or in support of illegal activities will be reported to the appropriate authorities. The District reserves the right to inspect student's technology, data, media and/or other property brought onto school property, into school facilities, or used to access school technology upon reasonable suspicion that the student may have engaged in conduct that is illegal or that violates the student handbook and/or board policy.

As the parent/guardian of my student, I have read the Student Technology 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 child 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.

The District does not take responsibility for users who access inappropriate resources, or for users who attempt to disseminate materials or information that would otherwise be impermissible or disallowed on school grounds or would violate any policy of Bedford Public Schools.

In addition to the general guidelines listed in the Student Handbook, the actions listed below are also considered violations of the Acceptable Use Policy. Discipline for misuse of Information Technologies will be determined by administration in accordance with District rules, regulations, and Board policy and may also include immediate termination of access, referral to law enforcement agencies and/or initiation of legal proceedings where appropriate.

1. It is unethical and unlawful to copy, install, take, or use software, music, media, data, or other intellectual property unless written permission has been obtained from its creator or publisher. Users will abide by all state and federal copyright laws.

2. Technology may only be used for educational purposes. All use of technology will be related to education as directed by teachers or staff. School technology and resources may not be used for private gain or any other commercial or political purposes. Software that interferes with standard District software or is in violation of copyright laws will be removed from District owned equipment.

3. No student will knowingly or negligently damage, vandalize, hack, alter, reconfigure, modify, or destroy school technology, while on or off campus. Activities that are considered vandalism include, but are not limited to: attempting to interrupt normal usage of the computers or networks; the creation,

intentional use, or installation of unauthorized devices, objects, or programs; the alteration or reconfiguring of technology; the use of chain letters or excessive communication; or devices and objects that restrict legitimate use.

4. The use of any technology to access, publish, send, or display inappropriate, demeaning, obscene, intimidating, or harassing messages or material anywhere or to anyone is prohibited.

5. No personal information or passwords should be shared or revealed. Personal communications should not be re-posted or shared without the original author's prior consent.

6. Access or attempting to access information or materials belonging to someone other than the student is prohibited without express and specific permission by the owner. Any violation of this should be reported immediately.

Updated and approved by BOE on 6/7/2018

1:1 Student Expectations

In signing the Technology User Agreement located in the student handbook, you committed to follow all user guidelines and student 1:1 expectations understanding that violating these guidelines and expectations may result in disciplinary action and/or restrictions with use of your Chromebook.

As a learner:

1. I will be responsible for my Chromebook at all times.
   - My Chromebook will never be left unattended.
   - My Chromebook will be situated securely on a flat, stable work surface.
   - My Chromebook will be treated carefully so it is not subjected to malicious or accidental damage (i.e. as a result of horseplay).
   - I will take care that my Chromebook is transported as securely as possible. My Chromebook will always be carried around in its protective case outside of class and to/from school.
   - I will carry my Chromebook in the closed position. I will carry the Chromebook by the carrying case handles where applicable. Never pick up or carry the Chromebook by the display screen as it can crack the internal display.
2. I will be responsible for making sure my Chromebook is **fully charged every night** so it is ready for use the next day at school.
3. I will store my Chromebook in my **secured** locker or designated secure space at the elementary level when not in use (i.e. lunch, phys. ed, after school while at sports practices or after school activities, etc). The Chromebook should be in its case **at all times** and no items will be stacked on top of it.
4. I will be on-task during class at all times and use my Chromebook for educational purposes.
5. I will not decorate, draw, or write on my Chromebook or case, nor allow it to be subject to graffiti.
6. I will keep my Chromebook at a safe distance from food or liquids.
7. I will keep personal accounts/passwords private and will adhere to proper digital citizenship guidelines.
8. I will report to my teacher any objectionable or inappropriate content I may encounter.
9. I will report any problems or damages to my Chromebook at the time of their occurrence to 734-850-6095, email the district helpdesk at helpdesk@mybedford.us, or submit a helpdesk ticket at https://helpdesk.bedford.k12.mi.us/helpdesk/

For more information about the 1:1 Learning Initiative and chromebooks visit
http://bedfordlearnon.weebly.com

VIDEO FOR INSTRUCTIONAL PURPOSES

There may be times when teachers use digital/video devices to record student(s) activities and/or work products that may be shared with student(s), or publicly accessible locations associated with the school district. The purpose of the recordings would be for instruction and communication between teacher, student(s) and parents. These recordings may also be used for the purpose of showcasing student work, educational experiences, school activities as well as student recognition. Students will be aware of such activities prior to the recording taking place and all FERPA regulations will be followed.

Bedford Public Schools recognizes that there are many instances in which a teacher may wish to video record himself or herself with students as part of the instructional experience. Additionally there may be instances where the teacher may wish to utilize videotape/digital media with students as part of the educational experience. The video belongs to Bedford Public Schools and it will only be used in an instructional manner.

VIDEO AND AUDIO MONITORING SYSTEM

The Board of Education recognizes the school district's continuing responsibility to ensure the safety of staff and students and to maintain order in and around school. In an effort to maintain the safety and security of Bedford Senior High School, a security camera system is in place. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. Specifically, all restrooms and locker rooms are excluded from camera usage. Please be on notice that all activities may be monitored by video security cameras in those areas of the building that are monitored. This includes building entrances, hallways, gymnasiums, parking lots and common areas of Bedford High School. As necessary in the case of a disciplinary violation, upon written request to the Building Principal, parents, guardians, or students who are 18 years of age or older, may view relevant portions of the video footage in question, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording).

VISITORS IN SCHOOL BUILDINGS

Elementary Visitors

Adult visitors are always welcome. As we are interested in knowing who is in the building, all visitors, including family members, must report to the school office or designated location upon entering the building. After presenting a picture ID, visitors will be issued a visitor's pass. Visitors in the building, who do not have a pass, will be escorted to the main office. The principal or secretary will be happy to help you find the location you wish to visit.

Parents are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parents are encouraged to attend planned conferences, open house and visitation days. Subject to the approval of the school administration, parents may also visit their child's classes on other days using the following guidelines. Parents are asked to appreciate the Board's responsibility to safeguard the learning environment for all students, and to be sensitive to the disruption that can be caused by having strangers observe the classroom and place demands on the teacher's time. The District is also obligated to protect the privacy rights of all students and their families by ensuring that frequency of visitations by one parent/guardian does not allow inappropriate knowledge of the behavior or academic progress of other students. Parents who fail to abide by this policy and/or the District's regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

The responsibility of the teacher is to teach. Consequently, unscheduled conferences with teachers while the teacher is responsible for a group of children are not permitted. While conferences are always

welcomed, they should be scheduled during a time when a teacher is not supervising students (i.e. arrival and dismissal time) or teaching class.

Visitor Passes - Junior High/Senior Visitors
Only students currently enrolled at Bedford Public Schools are allowed on the grounds or in the buildings. Students may not bring friends or relatives to school. Parents, however, are always welcome. Please contact the building administration if you wish to schedule a visit to your child's classroom, or if you have special needs or interests you wish to address.

- Upon arrival in the building, all visitors must enter through the secure entry.
- After presenting a picture ID, visitors will be issued a visitor's pass.
- Visitors in the building who do not have a visitor's pass will be escorted to the main office.

Visitors - Parent
Parents are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parents are encouraged to come to planned conferences, open house, visitation days, or to schedule an appointment. Parents may visit their child's classes on other days subject to the approval of the school administration using the following guidelines. Parents are asked to understand the Board's responsibility to safeguard the learning environment for all students and to be sensitive to the disruption that can be caused by having strangers observe the classroom and place demands on the teacher's time. There is also an obligation to protect the privacy rights of all students and their families by ensuring that frequency of visitations by one parent/guardian does not allow inappropriate knowledge of the behavior or academic progress of other students. Parents who fail to abide by this policy and/or the District's regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

VOLUNTEERS - PARENT INVOLVEMENT - CHAPERONES

Chaperones are responsible for student safety at all times. Before serving as a chaperone for District field trips or excursions, the District will require appropriate screening processes to ensure the adults are free of criminal convictions or misdemeanors involving children. This may include criminal background checks or gathering personal references. Volunteers will not be screened on the day of the event.

CHAPTER 3: STUDENT ACADEMICS and LEARNING

ACADEMIC PHILOSOPHY

Bedford Public Schools is a comprehensive, community-oriented school system committed to promoting education as a public, democratic right. Education is a cooperative endeavor requiring reciprocal effort on the part of the educator and student, supported by the family, and the community. To this end, our District commits its understanding, time, and abilities toward the efficient utilization of all available resources, facilities, and equipment to provide a healthful and stimulating educational environment for our regular programs, continuing education, and our citizens at large.

The foundation of a good school system is the curriculum. A well-qualified staff of professionals offers a diverse curriculum giving each student of Bedford Public Schools the opportunity to receive an excellent education.

We offer a comprehensive curriculum at all levels to meet the needs of each of our students. In addition to regular Kindergarten, each elementary school houses a "Young Fives Program" which is offered to a limited number of children (up to 18 per building) who are not developmentally ready for Kindergarten. These children are provided an enriched atmosphere to achieve and grow intellectually, physically, socially, and emotionally in a group with similar skill levels. In the secondary schools, classes are taught by specialists in their fields. College preparatory, practical arts, technical (vocational), and general interest classes are offered.

To provide for system-wide vertical and horizontal curriculum, communication, coordination and evaluation of programs, each building has a department chairperson in language arts, math, science, and social studies. The subject areas of computer science, music, art, physical education, foreign language, and special education have district-wide chairpersons. Several times a year they meet with other educators who teach the same subjects, as well as with the Assistant Superintendent of Instruction and Student Services.

The K-12 Curriculum Council, which meets five times a year with the Assistant Superintendent of Instruction and Student Services, is made up of one person from each of the areas of language arts, social studies, mathematics, guidance and counseling, science, foreign language, art, music, special education, virtual academy, media services, career and technical education and technology. Some of the Council's responsibilities include considering the feasibility of implementing new programs, improving existing programs, implementing new courses, and evaluating new textbooks and instructional materials. The department chairpersons and curriculum coordinators have become experts and leaders within their own fields. They work with building personnel in their area of expertise.

Curriculum objectives have been written for each subject area. They serve as a roadmap for getting a diploma because they map out where students are, where they need to go, and the best way to get there. These guidelines are constantly studied and improved to meet the changing needs of our students. Teachers today do more than just supply students with facts they need to memorize. Today's instructional techniques use a variety of methods to help students gain information and learning skills. The greatest emphasis, however, is on being able to understand and apply the information gained.

"Learning by doing" is one way students are learning. This method is used throughout the science curriculum where students work individually or in small groups to experience for themselves why certain things happen.
Audiovisual equipment use, computers, lectures, demonstrations, group work, and cross-age tutoring are also methods of instruction employed. All of these techniques and more help to make the instructional material interesting and exciting. Efforts are also made to give each student the experience of success and a positive self-image. The results of these efforts are a positive attitude toward school and a desire to learn that will serve the student well throughout life.

These methods, however, require a high degree of training on the part of the teachers. Professional Development days keep our teachers up-to-date. Training is also provided through after school workshops, experts from other areas coming to Bedford, and by teachers sharing their specialized knowledge with other teachers within the District and with their grade level or course learning team, which meets on a regular basis.

ACADEMIC STANDARDS - Elementary

Grading System and Progress Reports

Grades are a communication tool to communicate progress to the students and parents. If you have any questions regarding grades, please contact the teacher immediately. Grades are available for parents and students through our learning management system Schoology.

Art, Music, Physical Education, and Exploratory-Expectations scale 1, 2, 3, 4

- 2 grades issued-Participation and Concept/Skill for each student grades 1-5

1 Not meeting expectations independently
2 Making progress but not consistently meeting expectations
3 Consistently meeting expectations independently
4 Consistently exceeding expectations independently

Kindergarten

Y Yes, the child performs the skill/task independently and consistently.
W With teacher support, the child is working towards success.
N No, the child is unable to independently complete the skill/task

Grade 1- PDI Scale

P Proficient
D Developing
I Intervention
NA Not Assessed

Grade 2 & 3 Expectations Scale 1, 2, 3, 4

1 Not meeting expectations independently
2 Making progress but not consistently meeting expectations
3 Consistently meeting expectations independently
4 Consistently exceeding expectations independently

Grade 4 & 5 A-F Scale

A 90-100%
B 80-89%
C 70-79%
D 60-69%
F 0-59%

ACADEMIC STANDARDS - Junior High

Grading System, Progress Reports, Placement Guidelines

Grades are a communication tool to communicate progress to the students, parents, and teachers. If you have any questions regarding grades, please contact the teacher immediately.

Grades are available for parents and students through our learning management system Schoology. Final quarter grades are determined every nine weeks. Semester grades are weighted and determined at the halfway point and at the end of the year, see below. If you need assistance getting on Schoology, please contact the JHS office at 734.850.6200.

Students are given letter grades according to the following percentages and honor points.

Letter Grade	Honor Points	Percentage	Description
A	4	100 - 93	Excellent Progress
A-	3.7	92.99 - 90	
B+	3.3	89.99 - 87	

B	3	86.99 - 83	Above Average Work
B-	2.7	82.99 - 80	
C+	2.3	79.99 - 77	
C	2	76.99 - 73	Average Work
C-	1.7	72.99 - 70	
D+	1.3	69.99 - 67	
D	1	66.99 - 63	Below Average
D-	.7	62.99 - 60	
F	0	59.99 - 0	Subject Failed

Most grades will be entered numerically, unless:

- If a grade is **BLANK**, then the teacher has yet to enter the assignment.
- If a grade has been flagged **Incomplete**, then the grade is incomplete because it was not finished or needs some corrections by the student. A grade of an **Incomplete** is exempted and does not count against the student. For example, a student turned in a partially completed assignment and needs to revise before a grade is given.
- If the grade has been flagged **Exempt**, then the grade is exempted and doesn't count for or against the student. For example, a student missed a science lab done in class.
- If a grade has been flagged **Missing**, then the student has not turned in the assignment and receives zero points. For example, a student doesn't turn in an assignment, so it is marked **Missing** and they receive zero points.
- Students that are unable to complete their interim assessment will be given a failing grade of 50%. This grade will equalize the influence of each grade (all grades separated by 10%), allow students to recover from isolated incidents, and still achieve a passing grade.

The "S"/"U" Grading Rubric

The "S" and "U" grading alternative is available for students whose ability to learn is affected by their emotional, physical, and/or cognitive development. The teacher, administrator and parent believe they would benefit from competing only with themselves in the classroom This student is also recognized as one who is working to his capacity within the classroom and at home. The "S"/"U" grade is an accommodation made for students and also used in our physical education classes.

S
- Is a passing grade.
- Most homework is turned in on time.
- Will not seek help, but accepts help.
- Attempts all work on tests.
- Often uses stated modifications.
- Effort to complete work warrants passing.

U
- Homework is often not turned in.
- Refuses to accept help.
- Gives up on tests.
- Refuses to use stated modifications.

Junior High Quarter Weights

Quarters will be weighted by Interim and formative assessments.

Formative assessments collect detailed information that educators can use to improve

instruction and student learning while it's happening. Teachers make adjustments based on the formative assessments. Examples are daily homework, daily journals, exit passes, classroom practice,...

Interim assessments are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period. Interim assessments are over material that students have already had an opportunity to receive feedback from the teacher. Examples are weekly quizzes, tests, exams, projects, term papers...

Quarter grade will be weighted: 80% for interim assessments and 20% for formative assessments.

Semester Grade with Weighted Exams/Quarters

All exams will be given at the end of each quarter.
Exams for 9 week classes and physical education classes will be part of the quarter grade and not weighted separately.
No retakes allowed on exams.

6th Grade
Quarters will be weighted at 48%, Exams will be weighted at 2%.
Semester Grade (100%) = Quarter 1 (48%) + Exam 1 (2%) + Quarter 2 (48%) + Exam 2 (2%)

7th and 8th Grade Classes
Quarters will be weighted at 46%, Exams will be weighted at 4%.
Semester Grade (100%) = Quarter 1 (46%) + Exam 1 (4%) + Quarter 2 (46%) + Exam 2 (4%)

8th Grade Classes for Senior High Credit
Quarters will be weighted at 40%, Exams will be weighted at 10%.
Semester Grade (100%) = Quarter 1 (40%) + Exam 1 (10%) + Quarter 2 (40%) + Exam 2 (10%)

Retakes
Students are to ask the instructor if retakes are available for Interim Assessments. Retakes are a privilege, not a right. If a student would like to take advantage of a retake, they are to do so outside the normal classroom time. Outside normal classroom time is defined as either using homeroom during lunch for small assessments, or our 8th Hour or Friday School for larger assessments.

Teachers are to have students fill out the Request To Retest and save those forms as artifacts.

You can not retake quarter or final exams.

Citations
Wormeli, R. (2006). *Fair isn't always equal: Assessing & grading in the differentiated classroom*. Portland, Me.: Stenhouse Publishers.

Marzano, R. J., Pickering, D., & Pollock, J. E. (2001). *Classroom instruction that works: Research-based strategies for increasing student achievement*. Alexandria, Va.: Association for Supervision and Curriculum Development.

O'Connor, Ken (2011) A Repair Kit for Grading: 15 Fixes for Broken Grades, Second Edition, Pearson ATI, Boston, MA.

ACADEMIC STANDARDS - Senior High

Grading System

Student work is graded according to the following system:
Report cards are found on the Infinite Campus or mailed to those families without internet access.
*Grades are not rounded up.

Letter Grade	Percentage	Points
A	100 - 93	4.0
A-	92 - 90	3.7
B+	89 - 87	3.3
B	86 - 83	3.0
B-	82 - 80	2.7
C+	79 - 77	2.3
C	76 – 73	2.0
C-	72 – 70	1.7
D+	69 – 67	1.3
D	66 – 63	1.0
D-	62 – 60	0.7
F	59 – 0	0.0

Grading System Description

At the elementary level the numeric points will be used on report cards to communicate with parents on their student progress. At the secondary level the numerical points will be used to calculate grade point averages.

A = 4 Represents excellent work and consistently exceeding expectations independently
B = 3 Represents good work and consistently meeting expectations independently
C = 2 Represents poor work and making progress but not consistently meeting expectations independently
D = 1 Represents poor work and not meeting expectations independently
F = 0 Represents failure

I - Indicates incomplete work/assessments that the student must make up within the first two weeks of the new semester or receive a "F." If there are extenuating circumstances, students and/or parents should confer with their teacher or the building principal.
P - Indicates the student has achieved to the best of his or her ability and that credit has been awarded for this class.
W - Indicates that the student has chosen to withdraw from the course and will not receive a grade for work done prior to dropping the class. (SHS only)
S – Indicates satisfactory progress
U – Indicates unsatisfactory progress

The "S" and "U" grading alternative is available for students whose ability to learn is affected by their emotional physical and/or cognitive development and where the teacher, administrator and parent believe they would benefit from competing only with themselves in the classroom. This student is also recognized as one who is working to her/his capacity within the classroom and at home.

Honors and AP 5.0 Weighted Grade (Class of 2020 and beyond)

Honors and Advanced Placement classes will have a 5.0 weighted grade. This is to accommodate grades in AP or honors courses, where an A on the weighted scale translates to a 5.0 based on the depth of content and/or level of performance required for the class.

GRADING POLICY - SENIOR HIGH

Credit is granted based upon receiving a passing (D- or higher) final grade in a class. Final grades are computed based upon 80% of the quarter grade (40% for each quarter) and 20% from the end-of-semester test grade.

- If a student receives an "F" for the semester but has earned 50% or better, he or she will pass the course if he/she earns a C- (70%) or better on the end of term test. (A semester grade of D- will be recorded.)
- If a student receives an "F" for the semester and has earned BELOW 50%, he or she will pass the course if he/she earns a B- (80%) or better on the end of term test. (A semester grade of D- grade will be recorded.)

Grade Change Policy

At Bedford High School, academic integrity is a foundational value that guides all aspects of teaching, learning, and assessment. Grades issued by teachers are a professional reflection of student performance and mastery of course content. As such, the authority to assign grades rests solely with the classroom teacher.

In the event that a student or parent/guardian believes a grade was issued in error or under circumstances warranting review, the following procedure must be followed:

1. **Request Timeline**
   Any request for a grade change must be submitted in writing to the building principal within six (6) weeks following the end of the semester in which the grade was issued.

2. **Required Documentation**
   The written request must include:

   - The course and final grade in question
   - A detailed explanation of the concern
   - Any supporting documentation that demonstrates an error or inconsistency in grading

3. **Principal Review**
   Upon receipt of the request, the principal will:
   - Review the submitted materials
   - Consult the teacher, as needed
   - Examine the relevant gradebook and grading criteria

4. **Criteria for Grade Change**
   A submitted grade may only be changed by the principal if there is clear evidence of:
   - A clerical or computational error, or
   - A grading decision so egregiously inconsistent with documented student performance that it requires administrative intervention

5. **Academic Integrity and Administrative Limits**
   In accordance with our commitment to academic integrity, administrative intervention in the grading process must remain exceptional and limited. Principals and other administrators shall not change grades based on personal appeals, students status, or pressure for internal or

external parties. Grade changes made without clear evidence of error undermine the professional judgment of teachers and the credibility of the school's academic standards

AT RISK SERVICES

Funding is available to increase academic support within the classrooms in reading, math, science, and social studies for those students who require enhanced understanding of Michigan Student Test for Educational Progress test taking strategies as related to the Core Curriculum and Michigan Academic Standards.

CAREER PATHWAYS

What are Career Pathways?

Career Pathways are broad groupings of careers that share similar characteristics whose employment requirements call for many common interests, strengths, and competencies.

Why Career Pathways?

All students will eventually go to work and be part of the workplace. They may go to college first or gain advanced training in other ways. Students need to know what it takes to succeed in the world of work.

Six Career Pathways have been identified to cover all career opportunities regardless of educational requirements. The six Pathways are:

Arts and Communications

Careers related to the humanities and to the performing, visual, literary and media arts. These may include creative or technical writing, illustrating, graphic designing, publishing, theater arts, journalism, languages, radio and television broadcasting, photography, advertising and public relations. Specific examples include artists, journalists, interior designers, musicians, photographers, and theater technicians.

Business, Management, Marketing and Technology

Careers related to all aspects of business including accounting, business administration, finance, information processing, and marketing. These may include entrepreneurship, sales, marketing, computer/information systems, finance, accounting, office administration, and management. Specific examples include accountants, business managers, salespersons, buyers, computer network administrators, secretaries and stock analysts.

Engineering/Manufacturing and Industrial Technology

Careers related to the technologies necessary to design, develop, install, or maintain physical systems. These may include occupations in designing, engineering and science, service technicians, manufacturing technology, transportation, machine tool operation, and construction. Specific examples include architects, airplane pilots, engineers, carpenters, microcomputer specialists, equipment operators, tool and die makers, technicians, and mechanics.

Health Sciences

Careers related to the promotion of health as well as the treatment of injuries, conditions, and disease. These may include medicine, dentistry, nursing, therapy and rehabilitation, nutrition, fitness and hygiene, public health and veterinary science. Specific examples include physicians, nurses, pharmacists, health facility administrators, dental assistants, veterinarians, physical therapists, and medical technicians.

Human Services

Careers in child care, civil service, education, hospitality, and social services. These may include law and legal studies, law enforcement, public administration, child and family services, and social services. Specific examples include postal workers, police officers, lawyers, teachers, counselors, school administrators, fire fighters, clergy, and social workers.

Natural Resources and Agriscience
Careers related to natural resources, agriculture, and the environment. These may include agriculture, earth sciences, environmental sciences, fisheries management, forestry, horticulture, wildlife management, and many agri-science occupations. Specific examples include environmentalists, turfgrass managers, farmers, landscape architects, plant scientists, marine biologists, and agricultural equipment mechanics.

ENGLISH LANGUAGE LEARNERS (ELL)

Definition of English Learners (ELs)

NCLB Definition of a "Limited English Proficient" Student

A limited English proficient student (LEP) is described according to the federal government definition used in NCLB and in Michigan is referred to as an English learner (ELs). The federal government classifications follow.

An EL is a student age 3-21, who is enrolled (or about to enroll) in a U.S. elementary or secondary school and meets these two requirements:

1. **Belongs to one of the following categories:**
   - Was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant;
   - Is a Native American, Alaska Native, or native resident of outlying areas and comes from an environment where language other than English has had a significant impact in the individual's level of English language proficient; or
   - Is migratory, speaks a native language other than English, and comes from an environment where language other than English is dominant.

2. **May be unable, because of difficulties in speaking, reading, writing, or understanding the English language, to:**
   - Score at the proficient level on state assessments of academic achievement;
   - Learn successfully in classrooms that have language of instruction in English; or
   - Participate fully in society.

How does NCLB define the LEP/EL subgroup?

- An EL is a student who is receiving direct services or a student who is being monitored based on their achievement on academic assessments. A student who potentially qualifies for ELS services, is one whose native language is on other than English, or who lives in a home where a language other than English is spoken. If either of these situations is true, the student is screened for English language proficiency and services are offered as needed.

EXTRACURRICULAR ACTIVITIES

Activities and Athletics

All students enrolled in BPS, including students enrolled in the Virtual Academy, are eligible to participate in all co-curricular and extracurricular activities. BPS offers students a variety of co-curricular and extra-curricular activities and clubs. These organizations give students an opportunity to participate in an area of interest while developing social and leadership skills. A list of activities is available in each school's general office and website.

BPS is a voluntary member of the Michigan High School Athletic Association ("MHSAA") and competes only against member schools. As a member of MHSAA, the district abides by and complies with all rules and regulations of the Association. Representing the school as an athlete is a privilege with related responsibilities. To establish and maintain eligibility, students must comply with the policies of the MHSAA and BPS. All students must abide by the student code of conduct as well as the Extracurricular Handbook. Detailed guidelines and eligibility requirements for athletes are available in the Extracurricular Handbook.

The MHSAA sets a minimum standard for academic eligibility that BPS may adjust upward. To participate, a student must achieve the MHSAA minimum standard of receiving credit in 66% of full credit load potential for a full-time student: passing 4 or 5 of 6 classes or 5 of 7 classes. This applies to both the previous semester and the current semester or whenever a school does regular academic eligibility checks (at least once in a 10-week period).
NCAA Academic Eligibility for College Bound Student Athletes is available on their website at http://www.ncaaclearinghouse.net.

Student Activities (NIL language for athletes with new MHSAA guidance)

The Board strongly encourages the participation of School District students in extracurricular and co-curricular activities. Such activities are intended to supplement the School District's curriculum and provide opportunities for student enrichment. While important, it must be emphasized that participation in extracurricular activities is a privilege, not a right.

Athletics

The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a robust program of interscholastic athletics. The athletic program must, at all times, adhere to the principle that participants are students first and athletes second. In addition to the regulations and limitations set forth by the Michigan High School Athletic Association, the School District prohibits students from engaging in personal branding activities/name, image, or likeness agreements that violate Board Policy or the Student Code of Conduct. Students may be subject to discipline in accordance with Board Policy and/or the Student Code of Conduct for such violations.

Personal branding activities/name, image, or likeness activities shall not occur during school hours or events or on School District property unless prior written approval is provided by the Superintendent.

School District Clubs and Other Activities

The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a program of curricular and extracurricular student clubs and other activities.

Student-Initiated Clubs (Administrative and Staff Procedural Guideline)

School District secondary students may also initiate clubs and other activities to be held on School District premises, subject to such rules and regulations as may be established by the Board, the Superintendent or School District personnel consistent with the federal Equal Access Act and its Michigan equivalent.

The School District will not discriminate among such student-initiated clubs and activities based on the religious, political or philosophical content of their meetings, provided the following conditions are met:

1) Club meetings and events may not take place during instructional time.
2) Club meetings and events must, in fact, be student-initiated and student participation must be voluntary.
3) Club meetings and events will not be sponsored by the School District or School District employees or agents.
4) School District employees and agents may be present in only a supervisory capacity. They may not otherwise participate in club meetings and events.
5) Persons not affiliated with the School District may not direct, conduct, control, or regularly attend club meetings and events.
6) Club meetings and events must not materially or substantially interfere with the orderly conduct of School District educational programs or activities.

FINAL EXAMS

Students at Bedford Junior High and Senior High Schools must be present on the day of final exams. Students will only be able to reschedule final exams due to serious medical or other unavoidable conflicts. Students needing an alternate date must obtain this permission in advance through their Assistant Principal. Students will not be allowed to reschedule exams for vacations, non-school related sports, and other appointments.

GRADUATION REQUIREMENTS - Senior High

Credit approval of transferring transcript credit will be determined by the Guidance Department. Final determination will be made by the high school principal. Private tutoring agencies/centers and individual tutoring agents do not meet Bedford High School accreditation standards.

In order to participate in the graduation ceremony, a student must have completed all requirements which are:

GRADUATION REQUIREMENTS / MICHIGAN MERIT CURRICULUM

Michigan Merit Curriculum - Frequently Asked Question

Credits Required to Graduate

- **Class of 2017 and beyond will need 22.0 credits.**

4.0 Credits in English

4.0 Credits in Mathematics

- 1 Credit of Algebra 1
- 1 Credit of Geometry
- 1 Credit of Algebra 2
- 1 Credit of additional math or math related*
    - Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.

3.0 Credits in Science

- 1 Credit of Biology
- 1 Credit of Chemistry or Physics
- 1 Credit of additional science

3.0 Credits in Social Studies

- 1 Credit of U.S. History and Geography
- 1 Credit of World History and Geography
- 0.5 Credit of Civics
- 0.5 Credit of Economics

2.0 Credits in the same World Language

- Students may substitute 1 Credit if they successfully complete a state approved CTE program or additional VPAA Credit.

1.0 Credit in Visual, Performing, Applied Arts (VPAA)
0.5 Credit in Health
0.5 Credit in Physical Education
Electives: *Class of 2017 and beyond will have a minimum of 4 electives.*

The State of Michigan requires 20 hours of online learning. Class of 2017 and beyond will fulfill this requirement through the district's 1:1 initiative.

GRADUATION CORD POLICY

Overview

Graduation cords are a symbol of achievement and participation in various groups, clubs, and organizations. To ensure consistency and fairness, the following guidelines must be followed for a group to be eligible to award graduation cords to its members.

Eligibility Criteria

1. National/State/Regional Membership
    - The group, club, or organization must be affiliated with a larger entity beyond the local level. This could be a national, state, or regional organization.
    - The graduation cord must adhere to the rules and guidelines set by the larger affiliated organization.
2. Academic in Nature
    - The organization must have an academic component. This can be inherent, as seen in organizations like Business Professionals of America (BPA) or Health Occupations Students of America (HOSA), or through additional scholastic requirements related to the cord.
    - Non-academic groups must incorporate an academic element to qualify. This could include specific scholastic achievements or involvement in academic endeavors.
3. Designated Criteria
    - The graduation cord should signify more than mere membership. Organizations must establish specific criteria for awarding cords. Criteria could include: Multiple years of membership and/or high levels of performance or achievement within the organization. These examples are not exhaustive, but are good guidelines for groups looking to add cords.
    - Highly selective organizations, such as the National Honor Society, do not need additional criteria beyond their existing membership requirements. These groups already have criteria.

Proposal Submission

- Advisors or representatives of the group seeking to award graduation cords must submit a detailed proposal to the principal.
- The proposal should include:
    - Evidence of the group's affiliation with a larger national, state, or regional organization
    - Explanation of the group's academic component
    - Defined criteria for awarding the cords
    - Proposed color for the cord to ensure it does not duplicate existing colors
- Since cords are for groups that have a criteria, the criteria and cord should be in place prior to the first day of the school year for that graduating class. Additional cords will not be added during the current school year.

Implementation

- The color of the cord should be distinctive and approved to avoid confusion with cords from other groups.
- Previously established cord colors will be maintained. New proposals must choose colors not already in use to avoid duplication.
- All new cord proposals are subject to approval based on the outlined criteria and the distinctiveness of the cord color.

By adhering to these guidelines, we ensure that graduation cords represent significant academic and organizational achievements and maintain the integrity and tradition of our graduation ceremonies.

In addition to the necessary credit requirements, students must also have all fees and fines paid to the district in order to participate in the graduation ceremony.

HUMAN SEXUALITY CURRICULA

The study of serious communicable diseases (including HIV/AIDS and Hepatitis) and human sexuality are included in the Michigan Department of Education and Bedford Public Schools' curriculum. Parents may review this curriculum, observe its instruction in your child's classroom, and, if desired, request in writing to the Principal, that your child be excused from these instructional units. Notification of this content and a form to excuse a student from these studies will be provided by the Health Teacher at the beginning of the course.

NATIONAL JUNIOR HONOR SOCIETY - Junior High

Students from the sixth, seventh and eighth grades are inducted each year into our National Junior Honor Society, an honor that will follow them throughout their academic career. In order to qualify for membership in this faculty selected group, a student must have a 3.7 cumulative average in all academic subjects, exhibit praiseworthy citizenship traits, evidence of a leadership role, give service to his or her community, and exhibit commendable character. As an application, students are required to submit an essay of their academic and personal achievements and volunteerism.

NATIONAL HONOR SOCIETY - Senior High

Guidelines for National Honor Society Selection

National Honor Society selection will take place annually in the fall semester of the school year. Those who are eligible should attend an informational meeting to be held the last week of September. The NHS Faculty Council will select new members from those students who submit eligibility materials by the due date.

A student who is eligible for membership in the NHS must demonstrate excellence in the areas of scholarship, character, leadership and service. The standards for selection to national honor society are:

- A 3.5 cumulative grade-point average.
- Sophomore, junior, or senior standing.
- An acceptable character evaluation by four current teachers.
- Participation in an average of four extracurricular organizations per year in high school. These organizations may or may not be associated with the school.
- Contribution of an average of 10 hours toward community service per year of high school. Five of these hours must be served outside of school.

The Bedford High School National Honor Society meets regularly and focuses on pursuing excellence in the areas of scholarship, character, leadership and service. *Membership in the Bedford High School National Honor Society is a privilege, not a right.*

NCAA ELIGIBILITY

It is the responsibility of the student and parent to be aware of the NCAA guidelines for potential college athletes. This information can be obtained from the NCAA link on the counseling department webpage.

NONDISCRIMINATION AND EDUCATIONAL OPPORTUNITY POLICY

Bedford Public Schools prohibits discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, or disability as defined in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990. All students, including vocational education students, shall have an equal opportunity to participate in, and benefit from, all academic and co-curricular activities and services. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

All employment decisions regarding hiring, assignment, promotion, transfer, reinstatement, or benefits shall be made in a nondiscriminatory manner.

If any person believes that any part of the school organization has inadequately applied the principles or regulations of Titles II, VI, or IX or Section 504 or is in some way discriminatory, he or she may bring forward a complaint with a

Building Principal / Supervisor or a grievance with the local Civil rights Coordinator:
Assistant Superintendent of Human Resources or
Assistant Superintendent of Instruction and Student Services
Bedford Public Schools — (734) 850-6000
Temperance, MI 48182

Section Two (II)

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within three (3) business days. If the reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below:

Step One (1) A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receiving the answer to the informal complaint. The Coordinator shall further investigate the grievance and reply in writing to the complainant within five (5) business days.

Step Two (2) If the complainant wishes to appeal the decision of the Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of the Bedford Public School District, or his/her designee, within five (5) business days after receipt of the Coordinator's response. The Superintendent or his designee, shall meet all the parties involved in the grievance, formulate a conclusion, and respond in writing to the complainant within ten (10) business days after the meeting.

Step Three (3) If the complainant remains dissatisfied, he/she may appeal with a signed, written statement to the Bedford Board of Education within five (5) business days after receipt of the Superintendent's response. The Board of Education shall meet with the concerned parties and their representatives at the next scheduled Board meeting after receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days after the meeting.

Step Four (4) If at this point the grievance has not been satisfactorily settled; further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202. Inquiries concerning nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

PROGRESS UPDATES AVAILABLE

Student academic progress is regularly available to parents or guardians through online Schoology (day to day assignments and grades) and Infinite Campus (quarter and semester grades). Parents or guardians are encouraged to review this progress with the student. The counselors will send letters at the end of each semester to those juniors and seniors whose graduation date has been jeopardized by failing grades or incomplete coursework.

RELIGION IN THE CURRICULUM

It is essential that teaching about, not the teaching of, religion be conducted in a factual, objective, and respectful manner.

Federally Required Guidelines

Students have the following rights pursuant to federal law:

- To engage in private, non-disruptive activity such as prayer or bible reading while at school,
- To participate in before or after school events that have a religious content,
- To study about religion when appropriate to the curriculum,
- To produce written expressions of religious beliefs in homework, artwork, and other assignments,
- To distribute religious literature in a non disruptive manner, subject to reasonable restrictions as to time, place, and manner,
- To be excused for religious reasons from participation in school programs or activities,
- To be granted release time to attend religious events,
- To wear clothing that includes a non disruptive religious theme or message,
- To be given access to school media to announce religious events in the same manner as other organizations.

- To be granted access to school facilities for religious activities in the same manner as other organizations.

SCHEDULE CHANGES-Senior High School

If schedule changes are necessary prior to the start of the school year, students are encouraged to do so during summer registration. Honors courses, AP courses, and courses that run with only one section cannot be changed at any time after the student requests the course. No schedules will be changed after the first day of school unless the change is initiated by a counselor or administrator.

STANDARDIZED TESTS: SAT / Michigan Merit Exam

Students must complete the SAT/Michigan Exam or the MI-Access Exam with a good faith effort in order to graduate from Bedford High School. (Exceptions will be made for students who transfer into the District from schools not bound by PA 123 & 124 after the administration of Michigan Merit Exam.)

TESTING OUT POLICY

Testing out information is available on the Bedford High School website at the following webpage.
http://www.bedford.k12.mi.us/~shs/Registration/Testing_Out_and_MME.htm

WITHDRAWAL POLICY

A parent/guardian is responsible for stopping in the Counseling Office to sign a withdrawal form (regardless of age of the student). The student is required to circulate the withdrawal form to all of his/her teachers for signatures. The form must be signed by each teacher indicating an exit grade and verifying that all books have been returned and no outstanding fees/fines exist. The student must also take the form to the Media Center and have it signed by Media Center personnel indicating that there are no books out and all fees/fines have been paid. Once the completed form is returned to the Counseling Office and all fees/fines have been paid, the parent will receive a copy of the withdrawal form and an unofficial copy of the student's transcript.

CHAPTER 4: SCHOOL HEALTH SERVICES

HEALTH SERVICES

The staff of Bedford Public Schools recognizes that the physical, social and emotional well-being of the students is important to their ability to perform well; therefore, we will assist the students in maintaining good health. There are two district-wide registered nurses who cover all the buildings. They assist students who have acute and chronic health conditions to help ensure that their health needs are met at school. If your child has a health concern that may require accommodation within the classroom, contact the district nurses at 850-6034.

CONCUSSION *(Public Acts 342 and 343)*

Effective June 30, 2013 the State of Michigan has required all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intramural and out-of-season camps or clinics. If a student is withheld from competition due to a

suspected concussion, he or she may not return at all on that day and only on a subsequent day with a written clearance of an MD or DO. Compliance with other respects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH) www.michigan.gov/ sportsconcussion

DISTRICT NURSES' WEBSITE - Please click on the following for more information including contact information:

Head Lice
Immunizations
Mental Illness
What to do in an emergency
When to keep your child home

Additional information includes MRSA, Seizures, and food allergies. For more information, please visit our District Nurses' website at: BEDFORD PUBLIC SCHOOLS DISTRICT NURSES more information.

HEAD LICE

Any student with active lice infestation will be sent home (at the end of the school day). A student with lice will not be readmitted to school until he or she has been treated for lice and an examination by school designated personnel shows no active lice.

ILLNESS AND COMMUNICABLE DISEASE

If a student has a fever or an illness with vomiting and diarrhea, he/she should be kept home until symptom free for 24 hours. This District follows the recommendations of the Monroe County Health Department for school exclusion for communicable diseases. Furthermore, during the COVID-19 pandemic, the district will follow these specific guidelines from the Monroe County Health Department for exclusion from school.

It's sometimes hard to determine when to keep your child home from school. Here is a list of symptoms to serve as general guidelines when your child may be ill. These are only general guidelines and not intended to provide medical advice or to be used instead of contacting your physician.

* **Fever** - If your child has a temperature over 100.4 degrees or above.
* **Rash** - Children may attend school with a non-contagious allergic rash (i.e. poison ivy). If your child has a fever with a rash, talk to your doctor before sending the child to school.
* **Vomiting or Diarrhea -** After a bout of vomiting, your child should be able to keep down fluids and eat a meal before returning to school.
* **Runny Nose -** If the discharge is thick and colored (yellow, green, or brown) it may mean an infection is present.
* **Cough -** If the cough is deep and persistent and/or lingers.
* **Sore Throat -** If your child has a fever, cough, or a thick runny nose along with a sore throat; or if the sore throat stays more than a day or two.
* **Strep Throat, Pink Eye with Discharge, Impetigo or Another Bacterial Infection -** Keep your child at home for 24 hours after starting medication.
* **Ear Infections -** Your child may attend school while on medication. Ear infections are not contagious.
* **Ringworm -** Restriction as directed by physician or other evidence the student is being treated.

Any student reasonably suspected of having a communicable disease shall be contacted by the administration and may be excluded from school until the individual's physician submits a written recommendation for continuation of attendance.

Any student who becomes ill or has an accident while in school should report to the health room where care will be provided by a health aide. Attempts will be made to contact the parent or guardian. If it is necessary that the student leaves school due to illness, the parent or guardian must come to the office to pick up the student and make sure that he or she is signed out of the office before removing the child from school.

HEALTHY MICHIGAN INSURANCE PLAN FOR CHILDREN

Click HERE for an application and more information.

IMMUNIZATIONS

It is important for all students to be immunized in order to control the spread of communicable diseases in our schools. Updated immunization records are required by law for school entry according to the Michigan Department of Community Health. All 7th grade students' immunization records are audited and any deficiencies must be updated. Effective January 1, 2015 non-medical immunization waivers will need to be obtained from the Monroe County Health Department. For more information, please visit our District Nurses' website at: BEDFORD PUBLIC SCHOOLS DISTRICT NURSES more information.

MEDICATION AT SCHOOL

No student is to carry medication, including over-the- counter aspirin, cold tablets, antihistamines, or compounds that will alter bodily reactions. Students may, however, carry inhalers responsibly in accordance with the Medication Policy. All students must use the health office to contact home for issues concerning possible illnesses. Students are not to use their own communication devices to call home, because we need to make sure that we are aware of any health issues.

Both prescription and non-prescription medications will be administered at school and in the presence of two adults, when requested by parents, if administration is required during school hours. Before any medication (either prescription or over-the-counter) or treatment may be administered to any student, it is required to have written authorization from the child's physician accompanied by the written authorization of the parent. Parents are responsible for bringing the medication to school. Medication should never be sent with the child. Only medication in its original container, labeled with the student's name and exact dosage will be administered. Unless other arrangements are made, it is the responsibility of the students to report to the health room at the time a medication or treatment is to be administered. With building administrator approval, students may possess and self-administer their asthma inhalers if there is a medication authorization form completed by the child's physician and parents on file in the school office. Medication and treatment authorization forms signed by the child's physician and parents must be renewed annually.

Under Michigan law, a school administrator, teacher, or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of medication except for an act or omission amounting to gross negligence or willful and wanton misconduct, MCL 380.1178.

MANDATORY SCHOOL SCREENINGS

Vision screenings are conducted between the ages of 3-5 years old and again in grades 1, 3, 5, 7 and 9 or with driver's education. Many children do not know they cannot see clearly, early identification is important. Please visit the Michigan Department of Health and Human Services for more information including free vision screenings **HERE.**

REDUCED PHYSICAL ACTIVITY

If a parent wishes to limit a child's physical education and/or recess activity, or have the child excused from these activities, the parent must submit a written request to the school. This should be given to the school nurse. In such cases the activity will be limited for no longer than three calendar days. If a child must not participate in physical education classes and/or recess for medical reasons for more than three days, a note from the physician must be provided, specifying the limitations.

WELLNESS POLICY

http://www.neola.com/bedford-mi/

Search for Policy 8510

CHAPTER 5 - STUDENT BEHAVIOR CODE OF CONDUCT

Bedford Public Schools acknowledges that all students are entitled to procedural and substantive due process in disciplinary matters. The school system has a responsibility to create an environment conducive to learning. This includes a commitment to fairness and equality. The following discipline code contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as positive, not negative, as helping the student to adjust, and turning unacceptable conduct into acceptable behavior. For these reasons:

1. **Discipline will be treated as an individual matter for each student based on the individual facts of the incident. Every effort will be made to apply the disciplinary code in an equitable and consistent manner.**
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including the student's self-image, active participation in both curricular and co-curricular activities, and the understanding and support received from parents, teachers, peers, and other adults.

Bedford students have the reputation for being responsible citizens and exhibiting high standards of behavior. The students, parents, and educators of our school community have agreed upon the following disciplinary code as a means of encouraging our students to accept responsibility for their behavioral choices. Students are subject to the rules and regulations of this Handbook while on school property, at school sponsored, off-campus events, and in circumstances demonstrating a connection to the school. The District reserves the right to impose discipline for a student's off-campus unacceptable conduct, including electronic activities that result in a material disruption on campus or result in a material disruption to the educational process.

The major focus and purpose of these policies is to ensure respect for everyone within the learning environment and to provide for the safety of the individual as well as the group. Except for certain severe behaviors, or where a penalty is mandated by law, there is generally a progression of disciplinary steps. Students will be provided due process through each step and parents/guardians will be informed of the

inappropriate behaviors, due process, and potential consequences.

BEHAVIOR EXPECTATIONS

ASSEMBLIES

The purpose of assemblies, rallies, and school events is to acknowledge, demonstrate, and promote school spirit and student participation. The nature of the assemblies varies to offer the student body enrichment from guest speakers, drama, music, camaraderie, and school spirit. Students must conduct themselves in a mature, socially acceptable manner demonstrating respect for all participants. Disrespect for any participant will NOT be tolerated and may result in a disciplinary consequence.

BATHROOM PASS POLICY

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are expected to use the restroom during breaks and lunch. Interruption of instructional time must be avoided as much as possible. Every effort must be made to minimize interruption of instructional time. However, in the event that a student is required to leave the classroom during class, the following policy must be enforced:

- Student must legibly sign in and out on the sign out sheet
- Student must leave their cell phone with the teacher/in the assigned spot in the classroom
- Student must take a pass with them to the bathroom
- Student will limit the time out of the classroom to 6 minutes or less

If students are frequently using the bathroom, a staff member will contact the parent and discuss the student's bathroom activities. Staff will always be understanding of medical conditions, provided they are documented and communicated by the family.

BLUETOOTH/WIRELESS SPEAKERS

Students are prohibited from being in possession of a wireless and/or bluetooth speaker or noise device during school hours. If a student is found in possession of the item, administration may confiscate the item and require that it is picked up by a parent. These items should be turned off and stored in lockers or student vehicles if this is needed by the student. Students may possess any bluetooth device sound devices that are meant for individual usage (Ex. AirPods) provided that it is used in a manner that complies with the other areas of the student handbook.

BUS BEHAVIOR

School bus transportation is a privilege available to all Bedford Public Schools students. Students will go home only to one of the two locations scheduled on the computer. Parents can send a note requesting a drop off different from the addresses on the computer. Notes are required to be stamped by the school office. No unstamped notes will be accepted when boarding the school bus.

When students are on the bus, they are under the care of the school and are responsible for abiding by school rules. Bus rules are posted on each bus and available from the driver. If the driver witnesses unacceptable student behavior, he/she will issue a written notice to the student. A copy of the written notice will also be placed in the student's file. The Director of Transportation will also contact the parent or guardian to discuss the behavior problem and the penalty.

Students who have serious disciplinary problems on the school bus may have their riding privileges suspended. In situations where discipline is required, the Director of Transportation and the building administrator will be informed of the student's misbehavior and take appropriate disciplinary action. Any questions pertaining to school transportation should be discussed with the Director of Transportation,

850-6070 or the building principal.

Please read the bus rules below. Parents are asked to review these regulations with their child(ren).

- Students must be at the designated bus stop prior to the arrival of the bus.
- Students must stand 15-30 feet from the point where they board the bus.
- Students must enter the bus in a single file.
- Students must be seated immediately and remain seated until the bus arrives at its destination.
- Students must sit on the seat, facing the front of the bus, with their hands inside the windows and their feet on the floor. Student's feet and legs should not be in the aisle.
- Students must speak at normal levels, use proper language, and not instigate others.
- Students must become silent when crossing railroad tracks or at any time the driver asks for "quiet."
- Students may not bring glass objects on the bus.
- Students may not bring animals on the bus.
- Elementary Students may not use any electronic devices on the bus.
- Secondary Students may use cell phones for music and audio, but not video. Music and other recordings must be listened to with headphones. No bluetooth speakers may be used.
- Students may not eat, drink, or chew gum on the bus.
- Students may not light matches or lighters on the bus. Smoking and vaping are prohibited, with immediate consequences for the first offense.
- Students are requested to help keep the bus clean, sanitary, and in good condition.
- The emergency door and equipment shall be used only in an emergency.

Pursuant to Section 2913 of the Michigan Revised Judicature Act, the District may recover damages against the parent(s)/guardian of a minor in an amount not to exceed $2,500 for any willful or malicious damage caused by the student. These damages include, but are not limited to, cutting or defacing cushions, breaking windows, or any damage of a similar nature.

Bus rules are posted on each bus and available from the driver. Questions pertaining to school transportation should be directed to the Director of Transportation (850-6071).

ALTERNATE TRANSPORTATION

Students walking to school or riding bicycles must observe caution at all times. Students walking to school are reminded to walk on the side of the road that faces the traffic. Students riding bicycles must ride on the side of the road with traffic

Parents dropping students off at school are required to follow traffic patterns for drop off and pick up. It is unlawful to use your cell phone in a school zone during these times.

CAFETERIA

1. Students should be in the cafeteria by the time the bell rings, get their food, and go promptly to their seats. Penalty halls will be assigned for tardies.
2. Seating is twelve to a table, and NO chairs are allowed in the aisles. Students are responsible for the cleanliness of the table and the area around the table.

3. The throwing of food or other items, fighting, excessive noise, and disruptive or disrespectful behavior are NOT tolerated. Serious violations of this rule will result in an automatic suspension of one to three days.
4. Theft of food will be referred to the appropriate authority.
5. A high school student, who has finished eating and has cleaned up the area, may move to another table IF there is an empty place for the student to sit.
6. Students are allowed to leave the cafeteria to go to the closest bathrooms ONLY; students must check out with a supervising teacher or administrator.
7. If a student has a hall pass to leave the cafeteria early, come in late, or eat in a lunch hour other than his or her own, the student must check in with a supervising teacher or administrator first.
8. Five minutes before the end of the hour, students must be out of the restroom and back to their tables. Students must stay in their seats until the bell rings. Any students whose table and area is still not cleaned when the bell rings will be held by a supervising teacher or administrator until cleaned.
9. Students found to continually leave their table and area dirty will face disciplinary action.

CELL PHONES/PERSONAL DIGITAL DEVICES

Bedford Public Schools recognizes that personal digital devices have value and can be used in ways that support the teaching and learning process. However, within the confines of the school environment the use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy, adversely affects the quality of teaching and learning, and/or interferes with the efficient operation of the school.

Student personal digital devices that are brought to school or en route to or from school or any school sponsored activity;

* Remain the sole responsibility of the owner. The school is not liable for damage, loss or theft.
* Any device should be turned off and stored in lockers unless use is requested and supervised by a staff member for educational purposes.

* Video or picture taking ability may not be used at any time or place where individuals have an expectation of privacy such as restrooms or locker rooms.
* May not be used to harass, intimidate, or bully anyone, at any time.
* May not be used to take or store video, audio, or pictures of other people during school hours unless requested/approved by a staff member for class purposes or assignments.
* May not be used in any way that detracts from the learning environment of the school.

***NOTE: Elementary students are prohibited from using cellphones and others and other personal devices during school hours and on the bus. Personal devices include but are not limited to cell phones, smart watches, tablets, ect. Devices are to be powered off and in the student's backpack.**

***NOTE: Junior high students are prohibited from using their cell phones and other personal devices during school hours. Personal devices include but are not limited to cell phones, smart watches, tablets, etc. Devices are to be powered off and away for the school day. Students will be assigned two penalty halls for violation of the cell phone policy. If students continue to violate the cell phone policy, additional consequences will be assigned.**

Senior High School Wireless Device & Instructional Integrity Policy

I. Purpose

To maximize student engagement and minimize digital distractions, Bedford Senior High School prohibits the use of personal wireless communication devices during instructional time. This policy is in

compliance with Michigan Public Acts (HB 4141 & SB 495) regarding the restriction of smartphones and wireless devices in K-12 classrooms.

II. Definitions

- **Wireless Communication Devices:** Including, but not limited to, smartphones, tablets, smartwatches, and any other internet-capable personal electronic devices.
- **Instructional Time:** Any period where class is in session, including lectures, labs, WIN Time, and quiet study time within a classroom setting.

III. Always Prohibited

The following devices are **strictly prohibited** from use or visible possession at all times during the school day, including passing periods and lunch, due to their specialized recording capabilities and significant potential for academic integrity violations or disruption to the school environment. :

- **Non-Cell Phone Wearables:** This includes Meta glasses, Ray-Ban Stories, or any other smart eyewear equipped with cameras or microphones.
- **Tablets:** Personal iPads or Android tablets (unless specifically integrated into a documented IEP/504 plan).
- **Other Wearable Recording Devices:** Any body-worn cameras, hidden recording pens, or devices designed for covert data capture.
- **Wireless Sound Devices**: This includes devices like wireless speakers that are not for personal use (airpods/headphones are permitted).

IV. Storage and Access

At the start of every class period, all students are required to place their wireless devices in the designated classroom storage area (e.g., a numbered calculator caddy or secure bin).

1. **Teacher Discretion:** Students may only access or use their personal devices during class if the teacher grants explicit permission for a specific, lesson-related academic activity.
2. **Non-Instructional Time:** Students are permitted to use their devices during:
    - Passing periods
    - Lunch breaks
    - Homeroom (unless a specific instructional activity is occurring)
    - Before and after school hours/extracurricular activities.

V. Emergency Provisions

Students are permitted to retrieve and use their devices without prior permission in the following circumstances:

- **Medical Emergencies:** When an immediate health crisis occurs for the student, staff member, or guest.
- **Safety Emergencies:** During a Lockdown, ALICE situation, or other active threat where the district's Emergency Operations Plan is activated.

VI. Medical Exemptions & Health Plans

Students with documented medical needs are exempt from the standard storage requirements if the device is necessary for health monitoring.

- **Examples:** Students with Type 1 Diabetes who use a smartphone to monitor Continuous Glucose Monitor (CGM) readings or manage insulin pump settings.
- **Documentation:** This exemption must be part of an official Plan and this form must be completed.
- **Discretion:** School administration retains broad discretion to require updated medical documentation. A periodic note from a licensed medical professional (**MD, DO, NP, or PA**) may be requested to verify the continued necessity of the device.

VII. Enforcement

Maintaining a distraction-free environment is essential to the learning process. Students are expected to follow the storage protocols at the start of every instructional period.

- **Violation:** Any student found in possession of a wireless device during instructional time without explicit teacher permission or a documented medical exemption will be in violation of this policy.
- **Consequence:** Students violating this policy will be issued a Penalty Hall.Students that repeatedly violate this will be subject to progressive disciplinary action including confiscation and suspension.

The above Enforcement Language does not apply to students possessing items listed as "Always Prohibited" Section III such as Meta glasses. Additionally, this Enforcement Language does not apply to Drop Phones or other deceptive actions to get around this policy. Students engaging in these actions would face even more severe consequences such as suspension and confiscation.

DANCES - Junior High

Dances in the school cafeteria, coupled with open gym, are usually held after-school or in the evenings. Parents and guardians are expected to pick students up at the end of the event at the rear of the Junior High School when dances are scheduled. Dance lengths will not exceed two hours. Dress code will be enforced. When students leave the building during a social activity or at the conclusion of the activity, they become the responsibility of their parents or guardian and will not be readmitted into the building. Bedford Junior High School social activities must be sponsored by a faculty member and may not be held on Sunday.

ONLY BEDFORD JUNIOR HIGH SCHOOL STUDENTS WILL BE ADMITTED TO AFTER SCHOOL SOCIAL ACTIVITIES.

DANCES - Senior High

Bedford students must show their student IDs to enter BHS dances. All students must follow the Bedford High School Student code of conduct, which includes a prohibition of inappropriate dancing. "Club Dancing", bumping, grinding, or other forms of sexually suggestive dancing are expressly prohibited. Violation of the code of conduct may result in the student being removed from the dance, without reimbursement of admission cost. A good rule of thumb to follow while dancing is, "face to face with a little space." There is no re-entry to any school dance. Homecoming is a semi-formal event. Prom is a formal event. **Blue jeans, and hats are not permitted at Homecoming or Prom. Student dance attire must be school appropriate and not provocative in nature.** Please reference the "Dress Code" section

of this handbook. Violation of the code of conduct may result in the student being removed from the dance, without reimbursement of admission cost.

Students from other high schools and guests are allowed to attend Bedford High School dances. Dance visitors must complete a dance visitor application and submit it to the back office by 2:25 p.m. three days prior to the dance. Students must meet the age limit requirements; which are ages 14-20. Dance visitor applications are available in the main office. Dance visitors must present a picture ID for admittance to the dance. Junior high students are not allowed to attend any Bedford High School dance.

Criteria for BHS Dance Court Eligibility

In order to be eligible to be a member of the BHS Homecoming or Prom court as a class representative or a king or queen candidate, students must meet the following criteria.

- Student's (Cumulative) GPA must be 2.5 or higher. MS GPA used for 9th graders.
- Students cannot have any significant discipline (any event with 3 days OSS or more).
- Students cannot have missed more than 10 school days unexcused at the time of nomination (same rule as for class credit).

If you are an underclassmen representative, you cannot be a court representative the following years, unless it is your senior year.

- If you are a court representative your freshman year, you cannot be a court representative your sophomore or junior year. You can be on the homecoming court as a king/queen candidate your senior year.
- If you are a court representative your sophomore year, you cannot be a court representative your junior year. You can be on the homecoming court as a king/queen candidate your senior year.
- If you are a court representative your junior year, you can be on the homecoming court as a king/queen candidate your senior year.

Prom Attendance Eligibility

Prom is a senior-only event. BHS underclassmen (grades 9-11) may attend only if invited by a senior and approved through the guest contract process.

Students are ineligible to attend prom if they have been suspended during the current or any previous school year for any of the following:

- Use, possession, or distribution of vaping devices, tobacco, alcohol, or controlled substances
- Fighting or physical aggression
- Violations of Title IX policies, including sexual harassment or misconduct
- **Repeated behavioral infractions or other serious conduct violations, as determined by school administration**

This restriction applies to underclassmen attending as guests, Seniors who have served disciplinary consequences may attend their own senior prom, subject to administrative review.

The school reserves the right to deny any guest contract based on disciplinary history or other concerns related to school safety and conduct. Approval of guest contracts is at the discretion of school administration.

Students requesting to be a guest at another school requesting a guest contract are subject to aforementioned underclass restrictions. However, restrictions as a guest will be for that school year and the previous school year.

Participation in extracurricular activities, including prom, is a privilege . The administration may revoke this privilege for students who fail to meet behavioral expectations, in accordance with Board Policy 5610.05.

ENTERING AND LEAVING THE BUILDING

Upon arrival at school, students must proceed directly into the building and not remain in their vehicles or in the parking lot. High school students are not permitted at the junior high or any other school facility, unless the student is required to be there due to prior approved, school related activities.

Students may NOT leave the building during the school day without permission from school administrators. High school students authorized to leave MUST sign out with the attendance secretary in the main office, junior high students must bring a parent note to the main office for an exit pass or parents/guardians must come in and sign their child out. If the student is to leave for a legitimate appointment or is ill or injured, a phone contact with the parent or guardian is necessary before the student may leave school. Under NO circumstances will an absence be excused if the student has not been cleared PRIOR to leaving.

- Students leaving school without permission will be recorded as unexcused for the period(s) missed. This is considered skipping and will result in disciplinary action.
- Students excused for the day are not allowed on school property except as authorized by an administrator.

FIELD TRIPS/CAMP

In general, all students are welcome to participate in field trips/camp, including those who may need additional assistance or support to access the experience. The school staff, under the direction of the administration, shall take reasonable steps to safeguard the physical and educational welfare of all students participating in field trips. The District reserves the right to place restrictions upon a student's participation in a field trip or outing when, in the District's judgment, the student's welfare or the welfare of others requires it. The District reserves the right to prohibit any student from participating in a field trip due to poor grades, poor attendance, if fines are owed or if it is necessary for the health or safety of the student or others. It is the parents' responsibility to pick up students whose behavior warrants returning to school. There will be no refund if students are asked to leave camp or a field trip.

HALL PASSES

All students must carry an approved pass from an administrator or teacher to be in the halls during class time. This applies to student council members, photography students, students with early dismissal permission, and any student who finds it necessary to enter the halls.

ID'S

Every student at the Junior High and High School will be issued a picture ID. Student ID's are required in order to check out textbooks, technology, or library materials. Upon request, all students must identify themselves with a picture I.D. to school authorities on school grounds, or at school-sponsored events. Refusal to produce an ID is considered insubordination. False identification is a direct violation of the code of conduct. There is a replacement fee for any lost or misplaced I.D. badges. Students must report this information to the main office.

LOCKERS

Lockers are assigned to each student for storing outerwear, supplies, and school-related items. Each student is responsible for the condition of the locker as well as the contents of the locker assigned to him or her for the school year. All students are expected to keep their lockers clean, orderly, and free of writing, inappropriate decorations, or decals.

Lockers are the property of the school and remain at all times under the control of the school. At no time does the school relinquish its exclusive control of its lockers, and a student who uses a school locker is presumed to have no expectation of privacy in that locker or its contents. Students are prohibited from placing locks on any locker without the advance approval of the principal or his designee. Periodic locker checks without prior notice may be made at any time for the purpose of ensuring school safety and student welfare. Lockers should be locked at all times to protect valuables, a student's locker combination should not be given to another student at any time.

Students in Physical Education classes and athletics at the junior high may use a locker during class/practice. Bringing a lock is strongly encouraged to secure items from theft. Items are not to be left in the locker past the hourly class or the daily practice. Items left in the locker room will be added to the lost and found.

OFF CAMPUS BEHAVIOR

Students are subject to the rules and regulations of this handbook while on school property as well as while at school-sponsored activities off campus. Additionally, the District reserves the right to discipline students for off-campus behavior or activities, including internet activities, which create a material disruption to the learning process at Bedford Public Schools.

TEXTBOOKS, CHROMEBOOKS, and other school MATERIALS

Students are responsible for the condition of all chromebooks, textbooks, and library books assigned to them. A replacement charge is assessed if these items are lost or damaged beyond usual wear and tear.

DISCIPLINARY CONSEQUENCES

Bedford Public Schools is committed to keeping gang activity, weapons, and substance abuse out of our schools. Section 340.614 of the Michigan School Code authorizes the Board of Education to suspend or expel students and to make reasonable rules and regulations regarding discipline.

Pursuant to the Section 2913 of the Michigan Revised Judicature Act, the School District may recover damages against the parents or parent of an unemancipated minor living with the parent or parents in an amount not to exceed $2,500, for any willful or malicious damage caused by a student. These damages include, but are not limited to, cutting or defacing cushions, breaking windows, etc.

Disciplinary consequences include:

1. Conference with student: refer to counselor or assistant principal
2. Conference with parent: personal or by phone
3. Penalty Hall: 1 hour after school or on Friday from 2:30 pm – 6:00 pm
4. Seizure of personal property that was used to violate district policy.
5. Short term suspension: 1 period-3 days in or out of school
6. Short term suspension: 4-5 days in or out of school
7. Long term suspension: 6-9 days in or out of school
8. Long term suspension: 10 days in or out of school. More than 10 days out-of-school suspension may be recommended to the Assistant Superintendent Instruction and Student Services by the Principal.
9. Expulsion: by action of the Board of Education

Our teachers, counselors, and administrators work with our students and parents to encourage positive behavioral choices on the part of the student body. However, occasions may occur when it is necessary to impose constructive consequences following inappropriate behavior to serve as instruments in the process of behavioral change. Administrators have the discretion to impose appropriate consequences for behavior and may skip steps in the progressive discipline when the behavior so warrants. Recurring incidents involving the same behavior will raise the consequences one or more steps.

A student's behavioral record will be stored electronically throughout a student's years at Bedford Public Schools. In addition to the school's documented and individualized disciplinary actions, a student may be prosecuted to the full extent of the law when appropriate and necessary. Please be advised that the District will refer all matters to law enforcement and other governmental agencies when appropriate and/or when required to do so bylaw. In all cases, our students' rights to due process will be strictly adhered to.

PENALTIES, SUSPENSIONS, EXPULSION, INTERVENTION and RESTORATIVE PRACTICE

Every attempt will be made to resolve disciplinary issues within the school setting. The following actions may be used when dealing with behavioral problems short of exclusion from school. These penalties are not progressive steps and one does not prevent or prohibit the use of another. These penalties do not preclude the use of other methods or approaches that are reasonable and purposeful.

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 Conferences—A conference involving a student and staff member(s) for the purpose of discussing and resolving behavioral problems.
3. Penalty Halls—May be assigned at the discretion of teachers or administrators for minor infractions such as tardies or misconduct.
4. Parent or Guardian Conferences—A conference involving the parent/guardians and school staff for the purpose of discussing and resolving behavioral problems. The emphasis is on enlisting the assistance of the parent or guardian. The student may also be involved in this conference.
5. 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 behavioral problem. A referral normally would be made with the cooperation of the student and parent or guardian.
6. Suspension—In-school or out of school suspensions may be assigned at the discretion of an administrator for major infractions.

Administrative Intervention:

Disciplinary action which does not result in a student being suspended from school and which includes, but is not limited to, restorative practices:

Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspension:

Exclusion of a student from a class, subject, or activity by a teacher for one full school day if the student engages in conduct which unquestionably interferes with the education of him/herself or other students, or

a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students.

Range of Discipline

(In conjunction with consequence language attached to each behavior listed):

Range of Discipline:

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

Engages in a prohibited act on school property;

Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;

Engages in a prohibited act at a school-related activity, function, or event;

Engages in a prohibited act en route to or from school;

Engages in a prohibited act involving another student who is en route to or from school;

Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially disrupt or interfere with the proper functioning of the educational process; or

Engages in a criminal/prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the criminal act/act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the District.

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (Superintendent) shall consider the following factors:

a) the student's age
b) the student's disciplinary history
c) whether the student has a disability
d) the seriousness of the violation or behavior
e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
f) whether restorative practices will be used to address the violation or behavior
g) whether a lesser intervention would properly address the violation or behavior

The Board (Superintendent) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (Superintendent) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (Superintendent) will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception
If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Restorative Practices
If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

a) are initiated by the victim;
b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team:);
d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Students are expected to complete all assignments upon return from a suspension where applicable. It is the responsibility of the student to get his/her assignments upon returning from a suspension. Please note that the administration and counselors are unable to collect work for a student suspended out of school. A student, parent, or guardian may request work from the teacher (s) via email. Teachers' discretion will be used to determine what work can be issued while the student is suspended out of school. Students will

have the opportunity to make up the work they missed due to suspension following the common classroom expectations make up policy.

EXPULSION

Expulsion proceedings may be initiated at the discretion of the administration or when required by law.

Expulsion Process

The following procedural guidelines govern the expulsion process:

Step One: Administrative Hearing; before the Assistant Superintendent for Instruction and Student Services.

1. Written notice of charges against a student will be provided to the student and parents or guardian. Included with this notice shall be a statement of the time and place set for the hearing.
2. The student and parents or guardian have a right to be present at the time of the hearing.
3. The student and parents or guardian may be represented by legal counsel at their own expense.
4. The student will be given an opportunity to give his or her version of the facts and exculpatory evidence on his/her behalf.
5. The student will be allowed to observe and/or review all evidence offered by the administration. However, pursuant to federal law, students do not have a right to the names of confidential student witnesses who have provided information to the administration.

Step Two: Board Hearing and Expulsion Decision

1. Following the administrative hearing, the student and the parents or guardian have up to 10 days to request a Board of Education appeal hearing. The Board shall make its determination solely upon the evidence presented at the hearing.
2. The above due process protections are also applicable to the Board of Education hearing.
3. A record shall be kept of the date and time of the hearing.
4. The meeting may be open or closed to the public at the parent's request.
5. The Board of Education shall state, within 10 days, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
6. A written copy of the board's decision will be provided to the student and the parents or guardian.
7. The student and the parents or guardian will be made aware of the right to appeal the decision of the hearing authority to the appropriate appellate authority.

DUE PROCESS

All students are to be provided due process as required by state and federal law before a student is suspended or expelled. Due process is the procedural way that disputes are handled. However, school personnel can remove students immediately if they pose a danger or threat to themselves or others. For a suspension of 10 days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s) as soon as practicable thereafter.

For a suspension of more than 10 days or an expulsion, a more formal due process procedure will occur. Students will be given an opportunity for an Administrative Hearing in front of the Assistant Superintendent for Instruction and Student Services. A written notice will be provided to the parent and the student setting forth the following:

- The charges and related evidence against the student;
- The time/place of the hearing;
- The length of the recommended suspension or expulsion
- A brief description of the hearing procedure

At the hearing, the student will have an opportunity to refute the charges, provide any exculpatory evidence on his/her behalf and be represented by legal counsel at the parents' expense. Decisions of the Assistant Superintendent may be appealed to the Board of Education within ten days of the Assistant Superintendent's recommendation. If a student appeals a decision to the Board of Education, the above due process rights will be afforded to the student during the appeal process.

Please see handbook subsections Suspension and Expulsion for specificities in the types of conduct that may be supported with due process in accordance with The Revised School Code Act under Michigan Compiled Laws. Students with disabilities are afforded specific due process protection in cases of suspension or expulsion under state and federal law.

Students will be afforded due process rights before and /or during disciplinary actions being taken. This includes oral or written notice of the charges and an opportunity to respond to the charges.

PROHIBITED ACTIVITIES

The following topics and subtopics describe activities that are prohibited by the code of conduct. The following topics apply to the official school day and all school sponsored events. Examples of school sponsored events that may take place off campus include, but are not limited to: prom, field trips, or athletic contests.

ARSON/FIRE

Arson is any willful and malicious burning on school property that constitutes a felony violation as defined in the Michigan Penal Code (MCL 750.71 to 750.80). Pursuant to the Michigan School Code, a student who engages in arson on campus will be expelled permanently from school subject to possible reinstatement. (See MCL 380.1211(2)).

Any unauthorized use of matches and/or lighters and/or any attempt to light or burn any substance on school property is also prohibited and will subject the student to discipline.

ASSAULT: PHYSICAL

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. This may include striking, kicking, pushing or threatening with any weapon including fists.

Pursuant to the Michigan School Code, any student who commits a physical assault against another student at school, at a school activity, or on a school vehicle shall be suspended or expelled from the school district for up to 180 days. (See MCL 380.1310).

Any student who commits a physical assault against a person employed by or engaged as a volunteer or contractor by the school district at school, at a school activity, or on a school vehicle shall be expelled permanently from school subject to possible reinstatement in accordance with the law. (See MCL 380.1311a)

ASSAULT: VERBAL AND/OR VERBAL THREATS

Any statement or act, oral or written, which can necessarily be expected to induce in another person an apprehension of danger of bodily injury or harm. Verbal threats also include bomb threats (or similar threats) directed at a school building, other school property, or a school related event.

A student who engages in verbal assault may be subject to suspension or expulsion.

ASSAULT: SEXUAL/CRIMINAL SEXUAL CONDUCT

Under Michigan law, any student who engages in criminal sexual conduct in a school building or on school grounds will be expelled permanently from school. The parent/guardian of a student expelled pursuant to this provision may apply for reinstatement after 150 days but may not be reinstated until after 180 days following the expulsion. Criminal sexual conduct means a violation asset for in 750.520b-750.520g of the Michigan Penal Code.

BULLYING

Bedford Public Schools is committed to providing a safe and nurturing educational environment for all its students. The District recognizes that bullying disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. This policy prohibits bullying regardless of the subject matter or motivation for such impermissible behavior. Administrators, faculty, staff, and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying in order to provide positive examples for student behavior.

Bullying toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. Bullying can be written, physical, verbal, and/or psychological abuse. It includes 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. This policy applies to all "at school" activities in the District, as defined by this policy, including but not limited to; all activities on school property, in a school vehicle, and any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events. Misconduct occurring outside of school may also be disciplined if it constitutes bullying as defined below.

Notification

Notice of this policy will be published annually and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally required, confidentiality will be maintained during the investigation process. However, a proper investigation may, in some circumstances, require the disclosure of names and allegations.

Implementation

The Superintendent is responsible for implementing this policy, and may develop further guidelines, not inconsistent with this policy.

Procedure

Any student, who believes he/she has been or is the victim of bullying, should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for reporting/notifying the appropriate administrator. Every student and staff member is required to report any situation that they believe to be bullying directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action will not be taken solely on the basis of an anonymous report.

The Principal or Principal's designee will promptly investigate and document defined/confirmed acts of bullying. After a report or complaint has been made, the investigation will be completed as promptly as the circumstances permit. If it is determined during the investigation that an instance of bullying has occurred, prompt and appropriate remedial action will be taken. This may encompass penalties up to and including expulsion for students, up to and including discharge for employees, exclusion from campus for

parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document and report to the Superintendent all verified incidents of bullying, as well as any remedial actions taken, including disciplinary actions and referrals. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying (as a witness or otherwise), or is the target of the bullying being investigated, is prohibited and will not be tolerated. Such retaliation will be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, he/she should report it immediately and allow the administration to determine the appropriate course of action.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts including but not limited to internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Anti-Bullying Policy, Michigan State Board of Education

CHEATING/PLAGIARISM

1. The use of another person's work to represent one's own work or efforts.

2. Any effort to take an "unfair advantage" over other students is cheating, i.e. using cheat sheets, copying from another student's work, giving or receiving specific test or assignment information to or from another student.
3. A person who provides information to another to assist the other person is guilty of cheating.
4. Attempts to copy or retrieve exam documentation through written or digital form.
5. The use, whether by paraphrase or direct quotation, of the work of another person without full and clear acknowledgment.

The teacher will inform the students, parents and administration of the cheating/plagiarism, and a disciplinary consequence will be enforced, a zero may be given and the assignment may need to be completed. Repeat offenses will result in progressive discipline which may include In School Suspension (ISS).

CYBERBULLYING

In accordance with Public Act 478 of 2014 – Cyberbullying (MCL 380.1310b) the "Matt Epling Safe School Law" must now be enforced. Full details at:
http://www.michigan.gov/documents/mde/Cyber_Bullying_481850_7.pdf
This law also requires the additions of:

- an assurance of confidentiality for an individual who reports an act of bullying and procedures to safeguard that confidentiality.
- a school district, ISD, or PSA to report incidents of bullying to MDE on an annual basis through the School Infrastructure Database (SID) end-of-year submission, beginning in the 2015-16 school year.
- The BPS Board of Education will adopt and pass the official policy of The Revised School Code Act 451 of 1976 (380.1310b)

DAMAGE OR DESTRUCTION OF PROPERTY

1. False Fire Alarm - Causing the evacuation of school by activating the fire alarm without justifiable cause.
2. Vandalism - Intentional destruction of school or personal property such as writing on building walls, breaking windows, or driving on the school lawn.
3. Mischievous Behavior - Unintentional destruction of school or personal property resulting from mischievous behavior.
4. Removing, discharging, or damaging fire extinguishers.

Pursuant to the Section 2913 of the Michigan Revised Judicature Act, the School District may recover damages against the parents or parent of an unemancipated minor living with the parent or parents in an amount not to exceed $2,500, for any willful or malicious damage caused by a student. These damages include, but are not limited to, cutting or defacing cushions, breaking windows, etc.

DISRESPECT AND/OR DISREGARD OF DIRECTIONS OF SCHOOL PERSONNEL

1. Failure to obey lawful instructions of school district personnel.
2. Refusal to identify self upon request to proper school authorities on school property or at school sponsored events.
3. Any verbal or written disrespect, obscene gestures, or language with penalty increased for additional violations.
4. Interference with School Authorities - Interfering with administrators, teachers, or other school personnel by force or defiance.
5. Intimidation of School Authorities - Interference with administrators, teachers, or other school personnel by intimidation with threat of force or violence. (See also verbal threat).
6. Unauthorized entering or attempting to enter school property or refusal to leave when ordered.

DISRUPTION OF SCHOOL

Defined as but not limited to unsafe behavior to self or others, profanity, running, loud talking, public display of affection, boisterous behavior, elopement from classroom or building, inability to stay with the adult in charge, behavior that results in a classroom evacuation are prohibited across all school settings.

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;

- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;

- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;

- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

DRUGS, CONTROLLED SUBSTANCES, and ALCOHOL

DRUG FREE SCHOOLS

This policy was developed and implemented in compliance with requirements under the Federal Drug Free Schools and Community Act Amendments of 1989, and the Improving America's Schools Act of 1994. The possession of illicit drugs and the unlawful possession of alcohol by students of any age in the District is wrong and harmful. The unlawful possession, use, or distribution of illicit drugs, drug paraphernalia and alcohol by students on school premises or at any school activity is prohibited.

Students who violate this rule will be subject to penalties including referral to appropriate counseling and rehabilitation programs, referral to state agencies, law enforcement agencies, and possible suspension or expulsion from school.

Efforts will be made to target and identify any potential drug or alcohol abuse problems affecting or involving students at the elementary level. Age appropriate drug and alcohol education and prevention programs are a part of the regular school curriculum. These programs address the legal, social, and health consequences of drug and alcohol use and include information about effective techniques for resisting peer pressure. Students who are in need of drug and/or alcohol counseling may be referred for evaluation and subsequent treatment by an appropriate agency.

Performance Enhancing Substances

The illegal use of a performance-enhancing substance by a student who seeks to and/or actively does participate in interscholastic athletics may result in the loss of eligibility for participation. Any loss of eligibility shall be in addition to other discipline in the School Code of Conduct regarding the use of an illegal substance.

Possession, Sale, or Use of Narcotics, Alcohol, Inhalants, Paraphernalia, over-the-counter drugs, laced baked goods, edibles or other laced consumables, look alikes, electronic cigarette devices, or other dangerous drugs: (Such items will be confiscated by school authorities.)

1. Distribution in or out of school.
2. Possession, Sale, or Use of Narcotics, Alcohol, Inhalants, over-the-counter drugs, laced baked goods edibles or other laced consumables, look-alikes, electronic cigarette devices, or other dangerous drugs.

Bedford Public Schools prohibits the solicitation, sales, purchase, distribution, possession, use, or being under the influence of illicit drugs, alcohol, electronic cigarette devices, look alikes or drug paraphernalia in school buildings, in school vehicles, on school grounds, or at any school-sponsored activity that includes students regardless of location. Such items will be confiscated by school authorities and students will be subject to discipline up to and including expulsion. Additionally the police will be notified and the student may be subject to criminal prosecution.

Due to changes and an increase in drugs being in edibles and other common food items (brownies, cookies, gummies, etc), administration may confiscate items that are suspicious and test the item for the presence of drugs using approved testing kits.

Drug Policy Violation

1. A staff member or other reliable individual witnessing the sale, use, possession, or distribution of alcohol, steroids, other drugs, inhalants, look alikes, or drug-related paraphernalia including but not limited to electronic cigarette devices on school property or at school-related activities or a staff member who suspects a student is under the influence shall report the incident immediately to an Administrator.
2. The following is the administrative procedure of consequences:
   - Suspension from school for not less than (10) days or more severe penalties up to and including expulsion.
   - Notification of parents or guardians and the police. Legal charges filed against the student by the school.
   - A professional assessment that may lead to entering supervised treatment.
   - Any treatment will be paid for by the involved family.

Substance Abuse Assistance

The Bedford Board of Education recognizes that alcohol and other drug use/abuse by students impedes a quality education. The Board acknowledges the dual obligation of disciplining the users and providing a program of rehabilitation and prevention. To this end it shall be the policy of Bedford Public Schools to provide a process designed to interrupt:

- inappropriate, unusual, or atypical behavior;

- drug use which may precede chemical dependency
- chemical dependency, by providing individuals with needed resources such as: information, skills, assessment, counseling, and rules to prevent further problems.

The District may initiate intervention strategies under three circumstances:
- students seeking help
- students exhibiting inappropriate, unusual or atypical behavior,
- witnessed use, possession, distribution of narcotics, alcohol, inhalants, over-the-counter drugs, look-alikes, electronic cigarette devices, or other dangerous substances, misuse of medication for the purpose of enhancing performance, or drug paraphernalia in school or at school sponsored activities.

The Health Education curriculum and Social Studies classes present the legal, social, and health consequences of drug and alcohol use. Effective techniques for resisting peer pressure to use illicit drugs or alcohol shall be included as part of the drug education program.

Students Seeking Help

1. An appointment is made with their counselor or Assistant Principal by the student or concerned parent.
2. Counselor or Assistant Principal meets with the student and/or parents or guardians and recommendations are discussed. The recommendations may include, but need not be limited to:
   a. A chemical assessment provided by an approved hospital treatment center or agency.
   b. Participation in Insight Class.
3. If participation in Insight Class is judged to be appropriate, the student and parents or guardians are recommended to complete all requirements including attendance, abstinence, etc.
4. If supervised treatment is judged to be appropriate, the Counselor or Assistant Principal and treatment provider will maintain accurate and confidential records of student progress. The Counselor or Assistant Principal will meet with the student, parents or guardians, and treatment provider to assess progress and assist in reentry to the school setting.

FIGHTING ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED EVENTS

Fighting is defined as an exchange of physical contact (hitting, kicking, slapping, pushing, and shoving). In addition to penalties set forth in this handbook, students involved in a fight on school grounds or at a school activity may be charged criminally with disturbing the peace. Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between individuals who subsequently fight) may submit themselves to the same consequences as those who are involved in the fight. Students should report any incident immediately to an administrator or teacher.

FORGERY

The act of fraudulently using, in writing, the name of another person or otherwise falsifying school records e.g. falsifying attendance notes, hall passes, library passes, or other written communication. For the purposes of this school policy, false email and phone calls will also fall under the definition of forgery.

FUNDRAISING

The sale of any goods is not permitted in school unless it is for a District approved fund raising project.

GAMBLING

The act of gambling or engaging in game of chance for goods or money is prohibited.

HAZING

Anyone hazing another student on school property or at a school-related activity whether on or off campus will be subject to suspension or expulsion. Hazing is defined as performing an act or insisting that another perform an act that may cause or create an unnecessary risk to physical or mental health or cause humiliation or deprivation of rights and which is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team. Such acts include, but are not limited to: branding; paddling; causing excessive fatigue, mental or physical; requiring participation in any activity that could cause discomfort, pain, fright, disgrace, injury, or degradation or that violates any federal, state, or local statute or school policy. Violation of this policy may lead to disciplinary action.

PIERCINGS AND DEFACEMENT ON SCHOOL PROPERTY

Maintaining a safe environment is crucial for the well-being of all students and staff at Bedford Public Schools. In order to promote a positive atmosphere conducive to learning, certain behaviors are strictly prohibited on school property. This section outlines the guidelines and regulations concerning the giving or receiving of piercings and/or defacement of oneself or others while on school premises. This policy does not pertain to, or attempt to, regulate student's choices for self-expression; it is meant only to establish that certain things should not be done at school.

1. Piercings: Students are prohibited from giving or receiving any form of piercing on school property.

2. Defacement:

a. Self-Defacement: Students are not allowed to engage in any form of self-defacement while on school property. Self-defacement includes but is not limited to, intentional marking or altering of the skin, hair, or clothing. Examples include, but are not limited to, dying hair, tattooing, cutting hair, and coloring clothing.

b. Defacement of Others: Students must not participate in or encourage the defacement of others. Any act that results in the intentional alteration of another student's appearance, including, but not limited to, intentional marking or altering of another student's skin, hair, or clothing. Examples include, but are not limited to, dying hair, tattooing, cutting hair, and coloring clothing. This may also include procedures done by professionals such as dental work, medical procedures, and/or beauticians. This is not an exhaustive list.

Students found violating this policy may be subject to disciplinary actions.

PUBLIC DISPLAY OF AFFECTION

Indelicate displays of affection such as hugging, kissing, hand holding or other actions implying a lack of modesty are prohibited.

Students found violating this policy will be subject to disciplinary actions.

SEXTING

Sexting is the act of minor children electronically transmitting words or receiving and retaining nude, partially nude, lewd, sexually explicit, or graphic images of themselves or others or graphic or sexually explicit messages. Michigan Law prohibits sexting and includes, but is not limited to, consensual images shared between youth, ages 13-18 years. Engaging in sexting may carry felony charges in the State of Michigan and label the youth as a sex offender. Please be advised all students who engage in sexting will be referred to police and/or other agencies in addition to school disciplinary consequences.

SEXUAL HARASSMENT

Policy

- Sexual Harassment is against the law and school district policy.
- It is the policy of Bedford Public Schools to maintain a learning and working environment that is free from sexual harassment.
- It is a violation of this policy for Bedford students and employees to harass other students or employees through conduct or communications of a sexual nature.

Definition

Sexual harassment is any verbal, physical, or written advance of one or more students or employees to another that would cause that student or employee to be afraid or embarrassed because of his or her sex. Any student who alleges sexual harassment by another student or district employee may complain directly to the building principal, teachers, other staff members or parents. These individuals are listed as examples and are not meant to limit a claimant's avenue of processing a sexual harassment claim within the district.

A. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made by any student or employee to another when such conduct has the purpose or effect of substantially interfering with individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

B. Sexual harassment, as set forth in Section A, may include, but is not limited to the following:

- verbal harassment or abuse
- written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or social stature.

C. Specific examples of sexual harassment in our school as referred to in Section B may include but not be limited to:

- sexual comments, jokes, gestures, or looks
- touching, pinching, or grabbing in a sexual way
- intentionally brushing up against another in a sexual way
- flashing or mooning another
- showing, giving, or leaving sexual photographs, pictures, illustrations, messages, or notes for another
- targeting another by using sexual rumors
- pulling at clothes in a sexual way
- pulling clothing off or down
- calling another gay or lesbian
- forcing another to do something sexual.

TERRORIST THREATS / ACTS

A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or cause serious public inconvenience, in reckless disregard of causing terror or inconvenience. A terrorist act shall mean an offense against property or involving danger to another person. A terrorist threat/act is prohibited at any time, either real or intended as a joke, regardless of whether school is in session, whether communicating or committing terrorist threats/acts.

THEFT AND BURGLARY

1. Burglary - Unauthorized entry to school premises or the removal of school or personal property.
2. Larceny - Theft of school or personal property.
3. Robbery - Theft of school or personal property by force or threat of force.
4. Extortion, Blackmail, or Coercion - Obtaining money or property by violence or threat of violence or forcing another to do something against his or her will by force or threat of force.

UNAUTHORIZED ASSEMBLIES

Unauthorized student demonstrations and assemblies on campus are prohibited.

VALUABLES

Parents are discouraged from allowing students to bring any money to school that is not needed for a specific purpose. Prepayment into a student's food service account will help eliminate the need to bring money to school. Sending money to school with your child places extra responsibility on him or her. To help your child and us, please be sure to:

* Include a note inside or mark the outside of the envelope stating the reason for the money.
* Place the teacher's name and child's name on the outside of the envelope.

Valuable items such as collections, coins, jewelry, skateboards, skates, and toys should not be brought to school. IPods or other equivalent electronic devices, headsets, laser pointers or related technology are not allowed at school unless you have obtained prior written permission from the building principal and they are to be used for educational purposes or other pre-approved reasons. Unless specifically permitted by a school official, cellular phones may not be turned on or in view during school or in school vehicles. Electronic communications may not be used at a school sponsored activity where such use could be a distraction to others.

VANDALISM

The District may recover damages in an amount not to exceed $ 2,500 from the parent of an unemancipated minor, living with his or her parent, if the child has maliciously or willfully destroyed real or personal property that belongs to the District. This is in addition to any criminal penalties imposed for their actions. Any and all conduct that constitutes a violation of state or federal criminal law will be referred to the appropriate law enforcement authorities.

VIOLATION OF BUILDING RULES

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations. The scope of such conduct is not limited to the conduct specifically delineated in this handbook.

WEAPONS FREE SCHOOLS ACT - MICHIGAN -Elementary

Under Michigan Law, any student who is found to possess a dangerous weapon in a weapon-free school zone, or who commits arson in a school building or on school grounds, or who commits criminal sexual conduct in a school building or on school grounds shall be expelled from the school district permanently, subject to possible reinstatement. Additionally, a referral will be made to the criminal justice system and/or the appropriate county department of social services or community mental health agency.

A student in grade 5 or below at the time of the expulsion who has been expelled for possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 90 school days after the date of expulsion. A student in grade 5 or below who has been expelled under this

statute for a reason other than possession of a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of the expulsion.

Under this Act, a dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

WEAPONS FREE SCHOOLS ACT - MICHIGAN - Junior High and High School

Under Michigan law, any student who is found to possess a weapon in a weapon free zone on school property will be permanently expelled from school by the Board of Education. (See MCL 380.1211(2)). A parent/guardian or student over 18 years of age may apply for reinstatement after 150 days, but the student may not be reinstated until after 180 days following the expulsion.

"Weapon-free zone" means school property and a vehicle used by a school to transport students to or from school property. "School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (See 750.237a).

A *"dangerous weapon"* is defined as: a firearm, dagger, dirk, stiletto, knife with a blade over than three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

Students in possession of a weapon on school property, at bus stops, or at any school-sponsored event whether on campus, off campus or at another school district that does not come within the above statutory definition of a "dangerous weapon" are still subject to disciplinary action up to and including expulsion from school. These weapons include the following:

1. Explosives - explosive materials including firecrackers, caps, smoke bombs, stink bombs, or any form of fireworks, mace, pepper gas, or other similar substances.
2. Knives less than 3 inches in length.
3. Laser Pens and Pointing Devices.
4. Look alike weapons.
5. BB guns, airsoft pistols, starter guns or any device which may be readily converted to expel a projectile by action of an explosive; the frame or a receiver of any such weapon.
6. Any firearm muffler or firearm silencer.
7. Any dangerous destructive device. (A dangerous device includes, but is not limited to a taser or pepper spray).

The Public Act 158 of 1994 provides that persons who assault others on school property or in school vehicles with a firearm or weapon are guilty of a felony punishable by one or more of the following: imprisonment for not more than four years, community service for not more than 150 hours, and/or a fine of not more than $6000.

All weapons will be confiscated by the District and turned over to police authorities where applicable. A parent of a minor who commits a weapon violation is guilty of a misdemeanor if the parent knows of the intended violation and acts to further the violation or fails to report it. The misdemeanor is punishable by a fine of not more than $2,000 and/or community service for not more than 100 hours.