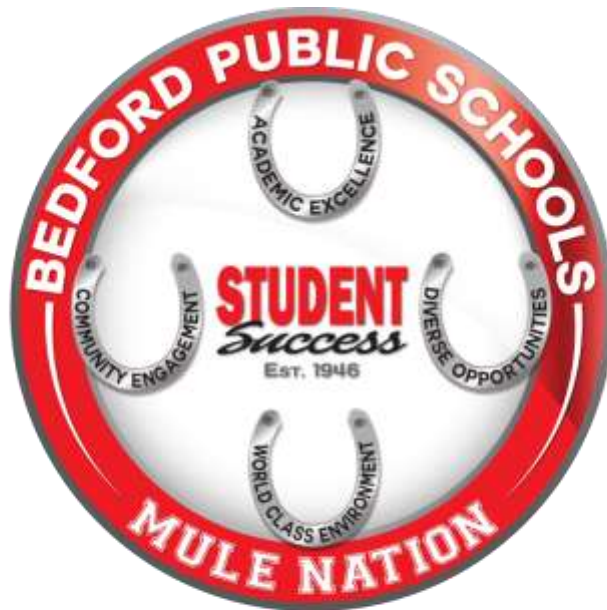


Bedford High School Handbook

8285 Jackman Road, Temperance, MI 48182
Main Office 734-850-6100 Attendance Line 734-850-6110

2016-2017

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Educating for Life!



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2015-2020 with AdvancED

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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 high school environment. Rules and regulations outlined herein are offered as a means of obtaining the best 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 at the high school. 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 a building administrator. Overwhelming positive comments from students, parents, and staff reinforce that it has become a necessary part of the education provided at Bedford High School. 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

BEDFORD HIGH SCHOOL VISION STATEMENT

Bedford High School's staff will provide a stimulating learning environment and prepare students to contribute to the global economy by providing a challenging curriculum that is student centered, goal oriented, and research based. Toward that end,

THE BEDFORD HIGH SCHOOL 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 HIGH SCHOOL STUDENTS

Bedford High School 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 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 from 7:00 a.m. to 2:35 p.m.
- Make up work, one day for each excused day absent.

ACADEMICS

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.)

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, theatre 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 the 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 agriscience occupations. Specific examples include environmentalists, turf grass managers, farmers, landscape architects, plant scientists, marine biologists, and agricultural equipment mechanics.

FINAL EXAMS

Students at Bedford High School are required to take final exams in all courses. Final exams may be taken early only with prior written approval of the principal.

GRADUATION REQUIREMENTS

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.

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

GRADING SYSTEM

Student work is graded according to the following system:

Report cards are found on the Home Access Center (HAC) 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.

NATIONAL HONOR SOCIETY

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 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 service 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.

OPEN DOOR

Open door students are not permitted to return to the main campus after their school day or during regular school hours unless they are involved in a co-curricular activity. Students who enroll in Open Door must finish the current

school year before applying to return to main campus. Students attempting to re-enroll in BHS any time after “dropping out” of school must successfully attend the BHS Open Door Campus for one school year prior to returning to main campus.

PROGRESS REPORTS

Student academic progress is regularly available to parents or guardians through the on-line Home Access Center (HAC). 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 course work.

SCHEDULE CHANGES

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.

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.

ATTENDANCE

ATTENDANCE AND BOARD POLICY

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.

ATTENDANCE EXPECTATIONS

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 the school at **734-850-6110**. The direct phone line is available 24 hours a day.

ATTENDANCE POLICY

If a student accumulates ten (10) or more absences in a course, he or she will earn a failing final semester grade for that course. Students who violate the attendance policy will continue to attend class and work toward passing the “test out” final exam. A student who passes the “test out” final exam with a 60% will receive credit for the course. However, regardless of the student’s ability to score 60% or higher on the exam, he or she will receive an “F” transcript grade for the course. This grade will be averaged into the students accumulative GPA. Accordingly, it is possible for a student to fail the course and still earn credit in the course. 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)

Appealed Absences

Students have the right to appeal their absences to the administration. Absences that are successfully appealed will not count toward the attendance policy. Appeals for attendance must be made in writing to the assistant principal within ten (10) calendar days of the absence.

Absences that do not count toward the attendance policy

School-related absences, suspensions, or college visits that follow the proper protocol (see section on college visits).

Absences that may be appealed with appropriate documentation

Death in the immediate family, mandatory court appearances, long-term illness, doctor appointments, and significant tragedies. Administrators have discretion to grant or deny appeals for absences resulting from unique circumstances. Doctor's notes do not necessarily guarantee that a full day of absences will be successfully appealed. For example, a 10-minute doctor's appointment does not appeal a full missed day of school. All decisions of the building principal are final. Appeals for attendance must be made in writing to the assistant principal within ten (10) calendar days of the absence.

Making up Days

Students who have violated the attendance policy have the opportunity to make up absences by attending Friday or Saturday Penalty Halls. 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. In order to make up a day toward the attendance policy, students must make arrangements with his or her assistant principal. Friday or Saturday Penalty Halls must be served no later than the Friday or Saturday prior to the end of the semester.

Early Dismissals and Late Arrivals

Students who are absent from class for more than 10 minutes will be considered absent. This applies to both early dismissals and tardiness. 10 minutes or less equals a tardy; 11 minutes or more equals an absence.

Truancy

Compulsory attendance of all students between the ages of 6 and 18 shall be enforced in compliance with the laws of the State of Michigan. A student's excessive absences may result in the referral of the student and the student's parents to the Monroe County Sheriff's Office. If the pattern of excessive absences continues, the Monroe County Prosecutor will be contacted. There are three ways in which the Prosecutor's Office and the courts can become involved to attempt to solve a child's truancy problem:

1. Charge Parent in District Court.
2. Charge Juvenile criminally in Family Court.
3. Open a Child Protective Proceeding in Family Court.

COLLEGE VISIT

Seniors and Juniors 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.

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. Out of Season Vacation forms may be obtained by a parent or guardian who wishes to have his or her child excused for a family vacation or for college visits lasting more than one (1) day. The parent or guardian must notify the attendance office (850-6110) and request the form. Requests must be made three (3) to five (5) days in advance so that assignments may be obtained. Students are responsible for obtaining the assignments and for all work missed during the time of the absence. Documentation may be requested for absences lasting more than two (2) days. It is always advisable to provide official documentation to the administration.

HOMEWORK REQUESTS – EXTENDED ILLNESS

Homework may be requested for students who miss a minimum of two (2) consecutive days due to illness or other medical circumstances. The parent or guardian should call the guidance office (850-6111) by 9:00 a.m. on the second day of the absence. We cannot guarantee all requests will be fulfilled. Teachers will have until the end of the work day to turn in any make-up work. Parents/guardians should call prior to picking up homework. The work can be picked up in the guidance office by 3:30 p.m. Obtaining books is the responsibility of the parent/guardian.

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:

- Third tardy to a class equals one penalty hall.
- Fourth tardy to a class equals two penalty halls.
- Fifth tardy to a class equals a Friday or Saturday penalty hall.
- Six or more tardies to a class will result in progressive days of In-School Suspension (ISS).

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 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.

Consequences incurred for violating the student code of conduct may include penalty hall(s), suspension, or expulsion. Students may also be subject to criminal sanctions or penalties in accordance with state or federal law. The severity and/or repetitiveness of the violation will determine the consequences. Students are not permitted to leave school grounds to engage in any prohibited activity.

The following topics and subtopics describe activities that are prohibited by the code of conduct: More detailed information follows the topics listed below. 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.

BEHAVIOR EXPECTATIONS

As a Bedford High School student, you will be held responsible for your actions. Your behavior is your decision, and the consequences, positive or negative are yours. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

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, 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 publicized 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 hand held 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

BUS BEHAVIOR

1. Bus transportation is a privilege provided to Bedford students.
2. To ensure each student's safety, normal school policy for code of conduct extends to and from school.
3. Students should be at the designated bus stop 10 minutes prior to the scheduled arrival time.
4. The bus driver has the authority to limit the riding privileges of any student who does not follow the rules.
5. Students will go home only to one of the two locations scheduled in the computer. Parents can send a note requesting a drop of 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.

Bus rules are posted on each bus and are available from the driver. Any questions pertaining to school transportation should be directed to the Director of Transportation, 850-6070.

Pursuant to the Section 2913 of the Michigan Revised Judicature Act, the School District may recover damages against the parents or parent of an un-emancipated 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.

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 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 C-Hall 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.

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, parent and administration of the cheating/plagiarism, plus award a grade of zero for the test or assignment. For repeated offenses students will receive a zero on the assignment and administrators will assign ISS. A student not registered for a class in which they were engaged in cheating will receive ISS penalties instead of a zero. A teacher may still require the assignment to be completed to assess student proficiency.

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.

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

1. Profanity, running, loud talking, public display of affection, and/or boisterous behavior are prohibited in the hallways.
2. The purpose of assemblies, rallies, and school events is to acknowledge, demonstrate, and promote school spirit and student participation. Students must conduct themselves in a mature, socially acceptable manner demonstrating respect for all participants. Disrespect for any participant will NOT be tolerated.

DRESS CODE

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.

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 activity.
2. Clothing/grooming that emulates gang/street activity.
3. Clothing/grooming that promotes violence.
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, etc.).
 - b) Skirts or shorts must be no higher than fingertip length.
 - c) Cleavage should not be visible at any time.
 - d) Sleeveless tops are not permitted if they violate a or c.
 - e) Ripped/stressed 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. 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.

DRUGS/CONTROLLED SUBSTANCES/ALCOHOL

Possession, Sale, or Use of Narcotics, Alcohol, Inhalants, Paraphernalia, over-the-counter drugs, 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, 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.

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 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.

DUE PROCESS

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.

For disciplinary actions involving out of school suspensions for more than 10 days or expulsions, 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 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.

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. Students authorized to leave MUST sign out at the attendance office located near the cafeteria. 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.

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 ground 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.

FUND RAISERS

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.

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.

HAZING

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.

ID'S

Every student 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 the property of the school and are assigned to each student for storing outerwear, supplies, and school-related items. 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. 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. Failure to report vandalism, abuse, or mechanical failures of your locker may result in you being held financially responsible for repairs. Periodic locker checks without prior notice may be made at any time for the purpose of ensuring school safety and student welfare. Money or valuables should be kept in locked gym lockers or hall lockers. A student's locker combination should not be given to another student.

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.

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 \$30 registration fee per year or \$15 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.

Regulations

1. Juniors and seniors 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 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 and or including expulsion. 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.

PENALTIES, SUSPENSIONS, EXPULSION, AND INTERVENTION

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.

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

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.

Step Three: Expulsion Decision

1. The Board of Education shall state, within ten days after the hearing, issue its findings as to whether or not the student charged is guilty of the alleged misconduct and its decision regarding expulsion.
2. A written copy of the Board's decision will be sent to the student and the student's parents/guardians.
3. The student and the parents or guardians will be made aware of the right to appeal the decision of the hearing to the appropriate appellate authority.

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. Personal digital devices equipped with picture taking or video capabilities, text messaging, and Internet access can add value to the learning process when used appropriately.

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.
- At the high school level can be used responsibly during non-instructional time and/or during instructional time for educational purposes when requested and supervised by a staff member. During instructional time, staff members have the authority to require students to keep PDDs out of sight. Non-instructional time is defined as: before or after school, the 6 minutes between classes, or during lunch.
- With 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.
- Photographs or images of individuals may not be taken or recorded without the person's knowledge and permission
- 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 and supervised by a staff member.
- May not be used in any way that detracts from the learning environment of the school.

PUBLIC DISPLAYS OF AFFECTIONS

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

SAFETY DRILLS

Evacuation 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 diagramed 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.

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, or cigarette lighters.

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.

SEXUAL HARASSMENT

Policy

- Sexual Harassment is against the law and school district policy.
- It is the policy of Bedford Senior High School 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.

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 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.

TECHNOLOGY ACCEPTABLE USE POLICY

Bedford Public Schools (the District) offers access to Information Technologies for educational purposes only. These technologies include, but are not limited to, computers, network, phones, Internet access, 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. 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. Currently, the District Internet filter is a Lightspeed Systems filter configured to block pornography, obscene material, and objectionable sites. The District does not have control over the information on remote networks nor are barriers available that guarantee inappropriate information cannot be accessed. 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 chatrooms 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 Information Technology shall have any expectation of privacy in the content of their personal files, e-mails, and/or records of online activity. The District reserves the right to monitor, log, review, and inspect any directories, files, information, and/or messages residing on or sent using the District's computers and/or network at any time, with or without notice. Any information relating to or in support of illegal activities will be reported to the appropriate authorities. The District reserves the right to inspect any 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.

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. 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.

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: printing excessive copies; 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.
7. For further examples of acceptable and unacceptable uses of technology please see FAQ at:
<http://www.bedford.k12.mi.us/technology.html>

Updated and approved by BOE 10-3-2013 Revised 6-5-2014

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.

TOBACCO –USE OR POSSESSION

1. Possessing, smoking, holding, passing, or chewing any tobacco product (or look alike tobacco products such as electronic cigarettes) on school property or at a school activity. Students may also be subject to criminal sanctions or penalties in accordance with state and/or federal law, including fines and court costs.
2. The possession of lighters or any paraphernalia on school property is expressly prohibited; if found, lighters and other smoking paraphernalia will be confiscated and penalties will be given.
3. Leaving school grounds during the school day in order to avoid penalty for tobacco usage.
 - a. First offense - 2 Saturday Penalty Halls or a 3 day suspension
 - b. Second offense - 5 days suspension

Tobacco use or possession of tobacco, tobacco products, electronic cigarettes, or smoking paraphernalia is banned from all Michigan public school buildings and properties at all times. All school property including vehicles are covered by this law. This law amends the penal code; therefore, the local law enforcement agencies are responsible for enforcement. There is a fine for disobeying this law.

UNAUTHORIZED ASSEMBLIES

Unauthorized student demonstrations and assemblies on campus are prohibited.

WEAPONS AND DANGEROUS INSTRUMENTS

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.

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.

ZERO TOLERANCE PHILOSOPHY

Some student behaviors are so offensive and flagrant that they may, from time to time, cause the district to invoke its philosophy of “Zero Tolerance”. Zero Tolerance means that, in those situations, the usual sequence of consequences for misconduct will be set aside and the most severe penalty available will be imposed. The criteria for invoking Zero Tolerance include, but are not necessarily limited to, the following behaviors/circumstances:

- Weapons in the schools or at school-related events.
- Sale and/or distribution of drugs/alcohol.
- Physical assault with specific intent to cause harm to a student or staff member.
- Misbehavior that is so serious as to cause significant disruption to the school and/or its educational processes.

The school principal shall have wide latitude in determining the extent to which the Zero Tolerance Philosophy shall be applied. In all cases, the impact of the situation upon the overall operation of the school shall be a prime factor in those determinations.

CO-CURRICULAR ACTIVITIES

CO-CURRICULAR ACTIVITIES

Students are encouraged to become involved in school-sponsored organizations and club activities. For a complete listing of all clubs and activities, pick up a catalog in the Athletic Office or Guidance Office.

CO-CURRICULAR ACTIVITIES SUBSTANCE ABUSE POLICY

It is the intent of this policy to allow the Bedford Public Schools to influence students in a positive and healthful manner. Substance use and abuse is a difficult and dangerous problem for teens in both our community and nation. The intent of the policy is to give our students a valid reason for refusing drugs or alcohol either in or out of season.

The use, abuse or possession of tobacco, narcotics, alcohol, inhalants, over-the-counter drugs, look alikes, electronic cigarette devices, performance enhancing substances, or other dangerous substances is prohibited at all times, year-round, in-season or out. The administration may deny the right to participate for conduct deemed unbecoming a student-athlete. The student, or athlete, who violates this rule, will be penalized by being suspended immediately from participation in all extra-curricular activities in which he/she is involved. Students who are suspended will still be able to practice with their team/group, and may travel with and sit on the bench or sideline with their team provided they are dressed in appropriate school attire and not dressed in uniform. Bedford High School reserves the right to uphold or observe sanctions of transfer students from other schools.

For the purpose of determining the activity to be affected by the suspension, a student or athlete shall be deemed a participant in an activity if he/she is appropriately and timely enrolled in that activity at the beginning of the school year, or equivalent subsection, as determined by the Principal. For athletes, being appropriately and timely enrolled in a sport shall be determined by the Athletic Director's official student roster for that sport as of the starting date for that season, as established by the Michigan High School Athletic Association (MHSAA).

If the offense occurs between academic years, the penalty shall be imposed at the beginning of the next academic year. For sports, the penalty shall be imposed at the beginning of the first season in which the athlete has previously participated. For incoming freshmen, the penalty shall be imposed for the first season of participation.

Students involved in co-curricular activities other than athletics such as music, clubs and cheerleading will be subject to similar penalties.

First Offense

Students or athletes will be suspended from participation in the activity/sport for a minimum of 25% of the season. For extra-curricular activities that means a minimum of 25% of all the scheduled activities. For sports, that means a minimum of 25% of all the MHSAA sanctioned and scheduled events for that season.

If, at the time the suspension is imposed, there is less than 25% of the activity/season remaining, the penalty shall carry over into the next activity/season in which the student or athlete is appropriately and timely enrolled. (See above)

Reinstatement to the activity following the infraction will be contingent upon participation in a substance abuse assessment and implementation of the recommendations that result from the assessment. Students who are reported by responsible witnesses to be in violation of this policy will be suspended from activities following an administrative review and decision with regard to the charges and evidence.

Second Offense

Students or athletes will be suspended from participation in ALL extra-curricular activities/sports for one calendar year from the date of the offense.

Third Offense

Students or athletes will be suspended from participation in ALL extra-curricular activities/sports for the remainder of their public school career.

CO-CURRICULAR ATTENDANCE POLICY

A student, who leaves the building due to illness, is not allowed to return to school or to participate in after school co-curricular activities until the next day. Students must be in attendance five (5) consecutive periods of the school day

in order to participate in any school-related activity that same day, which includes the Peer Tutoring Center or practice for any activity or event. This also includes after school events that are an extension of the classroom such as music rehearsals or performances. The exception to this is when a student is absent because of a school-related activity, a previously scheduled medical appointment, or other emergency absences approved by a school administrator. The student must present a note from the doctor or other appropriate documentation for this exemption to be allowed. Students must submit any notes from the doctor or dentist to the attendance office when they sign into the building. Parental notes will not provide an exception to this policy. If there is a family emergency in which documentation is not possible, please contact the Athletic Director.

CO-CURRICULAR ELIGIBILITY REQUIREMENTS

Eligibility requirements are designed to help students better prepare for the world after high school. The objective is not to turn students away from co-curricular activities, but to reinforce that academic achievement is maintained during their activity.

Previous Academic Credit Record (State Check #1)

All athletes, Marching Band and Robotics members will follow the rules of MHSSA, Regulation 1, Section 7 for "Previous Academic Credit Record." This is waived for freshmen for the FIRST QUARTER ONLY, because they will not have officially received any high school grades until the end of the first quarter. Sport season and credits earned requirements will be as follows:

- Fall sports.....2nd semester credits from the previous school year. Earned (4 out of 6)
- Winter sports.....2nd semester credit from the previous school year. Earned (4 out of 6 credits) to begin their season, then a second "credits earned check" will be done at the end of the 1st semester, at which time all student/athletes must have earned 4 out of 6 credits to be able to compete in his/her Winter sport.
- Spring sports.....1st semester credits from the current school year. Earned (4 out of 6)

Grades Review

All athletes, marching band, and robotics members will have their grades **REVIEWED** 2 ½ weeks prior to the MHSAA grade check. The dates for these checks will be announced at all preseason coaches' meetings and "Meet the Team." Students who are failing a core class or a class required for graduation or whose overall grade average is below a 70%, will be required to attend the Tutoring Center 90 minutes a week until the state check number #2. These students will have full playing privileges as long as they successfully attend tutoring (See Tutoring Center requirements below).

Current Academic Credit Record (grades) Regulation 1, Section 8 (State Check #2)

The State grade check will be made 2 ½ weeks after grades have been reviewed, which will occur prior to the 10th week of the semester. If, during this check, a student is not passing four (4) out of six (6) classes, he/she will be ineligible for one (1) week (Monday through Sunday) following Regulation 1, Section 8 of the MHSAA Handbook (page 33). After one week, another grade check will be made for that student. The student will remain ineligible until the weekly check(s) show that he/she meets the MHSAA requirement of four (4) out of six (6) classes. Ineligible students **MUST** attend the Tutoring Center 90 minutes a week and meet all their requirements (see below). Ineligible students may practice, providing they have fulfilled the Tutoring Center requirements, but are not permitted to compete.

Additionally, students who meet the MHSAA grade requirement listed above will be required to attend the Tutoring Center if they fall into one of the below categories:

1. Students whose overall grade average is below a 70%.
2. Students who are failing a core class or a class required for graduation.

These students will be required to attend tutoring 90 minutes a week until they can maintain the 70% average or maintain a passing grade in the failing class (or a class needed for graduation) for two (2) consecutive weeks.

Students who must attend tutoring must meet the requirements for the Tutoring Center which are:

1. Students must attend tutoring 90 minutes a week.
2. Students must bring and do their school work when in the Tutoring Center or they will not receive credit for that day.

Studies have shown that students involved in co-curricular activities do better academically. This policy will allow all students to be successful in all areas.

CO-CURRICULAR SUSPENSIONS (NON ACADEMIC)

Co-Curricular Code of Conduct violations may result in up to and including dismissal from the team or activity for the duration of the season, dismissal from future seasons, or permanent removal from athletics. These violations include but are not limited to:

1. Buying, selling or possession of alcohol or drugs (see Co-curricular Activities Substance Abuse Policy)
2. Weapons violation
3. Theft/stealing
4. Destruction of property
5. Violations of the law
6. Violations of the Student Handbook
7. Insubordination
8. Vandalism
9. Falsifying excuses or records
10. Conduct injurious to the proper discipline and general welfare of the school district, its students, property, and staff
11. Conduct injurious to the proper operations and conduct of the schools
12. Travel and attendance infractions
13. Team rule infractions
14. Violation of the two sport participation policy. See the section describing two sport participation.
15. Bedford High School will honor sanctions from other schools for transferring students

Disciplinary action will be based on the severity of the infraction as determined by the administrator responsible. Decisions may be appealed to the Assistant Superintendent of Instruction and Student Services within ten (10) days of notice.

The above violations are not considered to be a complete list. Any conduct deemed detrimental to the Bedford Public Schools or its athletic programs is ground for disciplinary action. Disciplinary action may be taken whether or not legal proceedings or action are pursued outside of school district authority.

TWO SPORT AND/OR ACTIVITY PARTICIPATION

While Bedford Public Schools recognized the importance of extra-curricular activities in education, students are encouraged to limit their participation to one activity per season. Should a student choose participate on/in more than one sports team, club, or activity, during the same season, the student's participation is subject to the following guidelines to limit conflicts:

- The coach/advisor for each sport/activity must acknowledge and give written permission.
- The student will designate a primary and secondary sport/activity to avoid, as much as possible, scheduling conflicts between sports/activities.
- A primary sport/activity should take precedence over a secondary sport/activity.
- A student will attend practices/rehearsals/meetings for the secondary only when they do not conflict with the practice/rehearsals/meetings of the primary sport/activity.
- A secondary sport/activity competition/performance takes precedence over a primary sport/activity practice/rehearsal/meeting.

The athletic director must give written permission for a student to be placed on more than one sports team per season if the two teams have size limits or cuts. Additionally, the student's parents must indicate in writing their approval of the playing of two sports in the same season and the acceptance of the pertinent policies. Parents must complete the two-sport participation form.

The above language describes a student who participates in two or more BHS activities/sports during the same season. The language is meant to help students, parents, coaches, advisors, and administrators choose the best way to mediate already extremely busy schedules. In the event that these guidelines fail to resolve a conflict, it will be left to the principal to mediate a solution. BHS athletic programs or activities will always be considered the priority when in conflict with a private athletic program or activity.

GENERAL INFORMATION

REGULAR BELL SCHEDULE

Warning Bell at 7:20 AM

1st	7:25 AM	8:25 AM
2nd	8:31 AM	9:26 AM
3rd	9:32 AM	10:27 AM
4A	10:33 AM	10:57 AM
4B	11:03 AM	11:27 AM
5A	11:33 AM	11:57 AM
5B	12:03 PM	12:27 PM
6th	12:33 PM	1:28 PM
7th	1:34 PM	2:30 PM

TWO HOUR DELAY BELL SCHEDULE

Warning Bell at 9:20 AM

1st	9:25 AM	9:58 AM
2nd	10:04 AM	10:36 AM
4A	10:42 AM	11:06 AM
4B	11:12 AM	11:36 AM
5A	11:42 AM	12:06 PM
5B	12:12 PM	12:36 PM
3rd	12:42 PM	1:14 PM
6th	1:20 PM	1:52 PM
7th	1:58 PM	2:30 PM

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 7:20 a.m.

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.

CONCUSSION Public Acts 342 and 343 (Concussion Law)

Effective June 30, 2013 the State of Michigan has required in 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

DANCES

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, tennis shoes, 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 main office by 2:25 p.m. two days prior to the dance. Students must meet the age limit of 14 through 20 for all dances. 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 a Bedford High School dance.

DELAYS AND CLOSINGS

Parents are encouraged to sign up with the Honeywell Alert system 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. If school is delayed, the starting time will be 9:25 a.m. with the warning bell ringing at 9:20 a.m.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 busses 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.

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. 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.

FIELD TRIP INFORMATION

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. This includes, but is not limited to, preclusion from participation in the field trip or activity and/or attendance only if accompanied by a parent or adult family member. The decision of the Superintendent is final.

HEALTH

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. The high school Health Room is located in "E" Hall across from the attendance office. Attempts will be made to contact the parent or guardian. If it is necessary that the student leave 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 in the office before removing the child from school.

Medications and procedures will be administered at school when requested by parents and it isn't possible for these things to be done outside of 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.

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.

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 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.

RELIGION IN THE CURRICULUM

It is essential that teaching about, and not 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, art work, and other assignments,

- To distribute in a non-disruptive manner, subject to reasonable restrictions as to time, place, and manner, religious literature,
- 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, and/or
- To be granted access to school facilities for religious activities in the same manner as other organizations.

SCHOOL CEREMONIES AND OBSERVANCES

Through special ceremonies or through the instructional program, building administrators may arrange for proper commemoration of the following special days in the schools: Constitution Day (September 17); Columbus Day (Second Monday in October); Veteran's Day (November 11); Martin Luther King's Birthday (3rd Monday in January); President's Day (3rd Monday in February).

SECURITY CAMERA USAGE NOTICE

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.

SERIOUS COMMUNICABLE DISEASE AND 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. Forms to excuse a student have been mailed home and are available in the main office.

VISITOR PASSES

Only persons currently enrolled at Bedford High School 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 High School 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 should proceed immediately to the main office or designated location.
- 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 (9410)

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.

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.

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>

Parents may view their student's Google Drive contents by logging into the parent portal at

<http://parent-portal.appspot.com/mybedford.us>