



Educating for Life!

**Bedford Public Schools
Elementary Student/Parent Handbook
2015 – 2016**

Updated June 5, 2014 at BoE meeting

Welcome to your Bedford Public Elementary School

The teachers and support staff of Bedford Public Elementary Schools are happy to help each student grow and learn. We are committed to working cooperatively with our students, parents, and community to provide the best educational opportunities possible.

This handbook has been developed to tell you about the many programs available to our students as well as to provide for the education and welfare of all Bedford students. Please become familiar with them. If you have any additional questions regarding our educational programs or the operation of Bedford Public Elementary Schools, please contact your school's office.

This is going to be a great year at Bedford Public Elementary Schools. We are glad that you and your family will be a part of our school.

Carol Perz, Douglas Road Elementary Principal
Sherry Farnan, Jackman Road Elementary Principal
Alex Chapman, Monroe Road Elementary Principal

***Bedford Public Schools
Educating for Life***

***Community Engagement
Academic Excellence
Diverse Opportunities
World Class Environment***

Bedford Public Schools “Elementary Home/School Compact”

As a **STUDENT**, it is important that I do the best I can. Therefore, I will:

- ❖ Attend school daily and be on time for class.
- ❖ Come to school prepared to learn.
- ❖ Complete my assignments to the best of my ability and turn them in on time.
- ❖ Be a good link between school and home.

As a **PARENT/GUARDIAN**, I want my child to succeed. Therefore, I will:

- ❖ See that my child has good attendance.
- ❖ Support the school discipline policy.
- ❖ Read with my child as often as possible.
- ❖ Look daily for information coming home from school.
- ❖ Provide supervision, a quiet place, support and time for my child to do school work.
- ❖ Attend parent-teacher conferences and as many other school functions as possible.

As a **TEACHER**, it is important that students achieve. Therefore, I will:

- ❖ Provide a positive and safe environment where your child can learn.
- ❖ Prepare lessons that help your child achieve the curriculum standards.
- ❖ Provide appropriate and meaningful homework assignments for students.
- ❖ Keep parents/guardians informed of their child's progress.
- ❖ Provide for your child's unique learning needs.

As a **PRINCIPAL**, I support this form of home and school commitment. Therefore, I will:

- ❖ Provide a positive, safe atmosphere for learning.
- ❖ Assist students, parents, and teachers to ensure a successful school experience.
- ❖ Promote communication between home, school, and the community.
- ❖ Provide leadership and support for attainment of the curriculum standards.
- ❖ Support and attend school and community functions.

Parent Involvement Policy

- ❖ An annual meeting will be held each fall in Title I buildings to explain the Title I program and the use of Title I funds.
- ❖ Parents will participate in the School Improvement Steering Committee and one or more parents of students in the Title I program will participate on the committee in Title I schools.
- ❖ Parents will be provided reports of their child's progress on a regular basis in accordance with the District grading schedule.
- ❖ Parent-teacher conferences will be held each fall to discuss students' progress and more frequently if requested.
- ❖ Staff members will be available by appointment to discuss parent concerns.
- ❖ Title I parents will be surveyed in the spring of each year for their ideas and evaluation of the Title I program. The survey will be used for planning services in the following school year.
- ❖ By April 1 of each school year each building will review this Parent Involvement Policy and make recommendations for changes for the following school year.
- ❖ Involve parents in the planning and development of effective parent involvement activities through representation on each building's Title I needs assessment/evaluation committee or school-wide committee.

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Curriculum Development and Improvement

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

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

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

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

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

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

"Learning by doing" is one way students are learning. This method is used throughout the science curriculum where students work individually or in small groups to experience for themselves why certain things happen.

Audiovisual equipment use, computers, lectures, demonstrations, group work, and cross-age tutoring are also methods of instruction employed. All of these techniques and more help to make the instructional material interesting and exciting. Efforts are also made to give each student the experience of success and a positive self-image. The results of these efforts are a positive attitude toward school and a desire to learn that will serve the student well throughout life.

These methods, however, require a high degree of training on the part of the teachers. Professional Development days keep our teachers up-to-date. Training is also provided through afterschool workshops, experts from other areas coming to Bedford, and by teachers sharing their specialized knowledge with other teachers within the District.

Serious Communicable Disease Curriculum

The study of serious communicable diseases (including HIV/AIDS and hepatitis) is included in the Michigan Department of Education and Bedford Public Schools' curriculum. Parents may review this curriculum, observe its instruction in their child's classroom, and, if desired, request in writing to the Principal, that their child be excused from these instructional units.

Curriculum Materials

Parent(s)/guardian(s) are permitted to inspect all instructional materials used by the District in the furtherance of instructional programs. Instructional material includes textbooks, films, tapes or other supplementary materials.

Grading Scale

Report cards are found on the Home Access Center (HAC) or mailed to those families without internet access. Student work is graded according to the following system:

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

*Grades are not rounded up.

Grading System Description

At the elementary level in grades 1-3, the numerals will be used on report cards to communicate with parents on their student's progress. At the elementary level in grades 4-5, numerical points will be used to calculate grades. At the secondary level the numerical points will be used to calculate grade point averages.

- A = 4 consistently exceeding expectations independently
- B = 3 consistently meeting expectations independently
- C = 2 making progress but not consistently meeting expectations independently
- D = 1 not meeting expectations independently
- F = 0 failure

Homework

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

Homework can:

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

Make-up Homework

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

Student Services

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

Early Intervention Program

Support personnel may also provide reading/language support to students in the primary grades as a supplemental intervention. Our District is working closely with a national consultant, Dr. Robert Sornson, to address the needs of the whole child.

Federally Funded Program - Title I

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

Fees and Fines

Students who have outstanding fees and fines at the school will not be able to participate in extracurricular activities until the unpaid balance is satisfied.

Parent - Teacher Conferences

Parent-teacher conferences are held during the first marking period or whenever a parent or teacher requests one. We urge frequent communication with your child's teacher throughout the year.

School Psychologist

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

School Social Worker

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

Special Education

An Individual Education Plan (IEP) will be developed for each student who is eligible to receive special education services under the Individuals with Disabilities Education Act. Students who do not qualify under IDEA may be eligible for support services under Section 504 of the Rehabilitation Act.

Special Education Teachers

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

Speech Pathologist

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

State Funded Program - Section 31a

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

Student Support Coordinator

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

Textbooks and Library Books

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

Health Services

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

Illness and Communicable Disease

If a student has a fever or an illness with vomiting and diarrhea, he/she should be kept home until symptom free for 24 hours. Any student with active lice infestation will be sent home (at the end of the school day). A student with lice will not be readmitted to school until he or she has been treated for lice and an examination by school designated personnel shows no active lice. This District follows the recommendations of the Monroe County Health Department for school exclusion for communicable diseases.

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

- ❖ **Fever** - If your child has a temperature over 99.6°, or is too sick to enjoy group activities.
- ❖ **Rash** - Children may attend school with a non-contagious allergic rash (i.e. poison ivy). If your child has a fever with a rash, talk to your doctor before sending the child to school.
- ❖ **Vomiting or Diarrhea** - After a bout of vomiting, your child should be able to keep down fluids and eat a meal before returning to school.
- ❖ **Runny Nose** - If the discharge is thick and colored (yellow, green, or brown) it may mean an infection is present.
- ❖ **Cough** - If the cough is deep and persistent and/or lingers.
- ❖ **Sore Throat** - If your child has a fever, cough, or a thick runny nose along with a sore throat; or if the sore throat stays more than a day or two.
- ❖ **Strep Throat, Pink Eye with Discharge, Impetigo or Another Bacterial Infection** - Keep your child at home for 24 hours after starting medication.
- ❖ **Ear Infections** - Your child may attend school while on medication. Ear infections are not contagious.
- ❖ **Ringworm** - Restriction as directed by physician or other evidence the student is being treated.

Immunizations

It is important for all students to be immunized in order to control the spread of communicable diseases in our schools. Updated immunization records are required by law for school entry according to the Michigan Department of Community Health. All 5th grade students' immunization records are audited and any deficiencies must be updated. If the child's parent/guardian submits a signed statement that the child has not been immunized because of religious convictions, the child will be exempt from providing updated immunization records to obtain entry, pursuant Section 1170 of the Michigan Revised School Code, MCL 380.1177.

Public Acts 342 and 343 (Concussion Law)

Effective June 30, 2013 the State of Michigan has required all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intramural and out-of-season camps or clinics. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with a written clearance of an MD or DO. Compliance with other respects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH) www.michigan.gov/sportsconcussion

Emergency Medical Form

Emergency medical information must be reviewed by parents annually on this form. It is important that parents provide the names of at least two other people the school may contact in case the parent is not available in an emergency. The child can only be released to the individuals listed on this form. The principal or health aide has the authority to call an ambulance to transport the student to a hospital in case the parents or other persons listed on the emergency form cannot be reached.

Information regarding child custody issues and court documentation regarding same should also be provided to the District. It is the responsibility of the parent to provide updated information to the District as the District will act in accordance with the most recent documentation in its possession.

Medications and Medical Procedures

If a student requires medications and/or certain limited non-invasive procedures that cannot be performed outside of school hours, the District will administer medications or procedures only when requested by the parents in writing and accompanied by a treatment authorization form signed by the child's physician. Medication and treatment authorization forms signed by the child's physician and parent must be renewed annually.

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 may not be sent with the child. Only medication in the 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 student 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 and epi-pens if there is a medication authorization form completed by the child's physician and parents on file in the school office.

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.

Elementary School Hours 2015 – 2016

Classes Begin for K-5 Students: 8:20 a.m.
Dismissal for K-5 Students: 3:20 p.m.

Early Arrival

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

Dismissal from School

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

Attendance Policy – Elementary Schools

The Bedford Board of Education believes regular school attendance is essential to quality education. Compulsory attendance of all students between the ages of 6 and 18 years shall be enforced in compliance with the laws of the State of Michigan.

Upon arrival at school, all students must proceed directly to their classroom, where attendance will be taken. Children will be marked absent or tardy as the situation warrants.

Absences

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

Parents should help ensure that student absences are limited. Personal convenience absences, including vacations, are strongly discouraged when school is in session. As school attendance is essential to success, patterns of excessive single day absences, repeated tardies, or early departures may lead to a mandatory meeting with the school administration. It is crucial that the home and the school work together to maintain regular attendance. Our goal is to avoid truancy issues. Please call your health aide to report when your child is absent: DRE—850-6720; JRE—850-6620; MRE—850-6820.

Children should remain at home during illness, but should not be kept home from school for other reasons. The School District will work cooperatively with all parents and students to assure positive student attendance. However, in extreme cases of student non-attendance, the District may seek court action against the student and/or his or her parents or guardians to ensure compliance with state law.

Truancy

Regular school attendance is one of the basic components of a good education. Excessive absences may result in the referral of the student and the student's parents to the Monroe County Prosecutor's Office. Upon the 8th absence by a student, the school administrator will contact the student and student's parents to address the issue of truancy and offer assistance to the parents in eliminating this behavior. (An out-of-school suspension does not count as an unexcused absence.) If the pattern of repeated absences continues, the building administrator will contact the Monroe County Prosecutor.

There are three ways in which the Prosecutor's Office and the courts can become involved in an attempt to solve a student's truancy problem:

1. Charge parents in District Court.
2. Charge juvenile criminally in Family Court.
3. Open a Child Protective Proceeding in Family Court.

Religious Instruction

Students who miss class to attend religious instruction or services will not be counted absent pending parental confirmation with the Principal.

Tardiness / Half-Day Absences

Students who arrive at school after the school day begins must report to the health room office and sign in prior to going to their classroom.

AM Attendance-8:20 AM-11:50 AM

AM Attendance needs to be submitted by 8:35 AM.

- ❖ AM Tardy - 8:25 AM to 9:55 AM
- ❖ AM Absent - after 9:55 AM to 11:50 AM
- ❖ Left Early - leaves after 9:55 AM but before 11:50 AM (must be signed out by a parent/guardian in main office)

PM Attendance-11:50 AM-3:20 PM

PM Attendance needs to be submitted prior to leaving at the end of the day.

- ❖ PM Tardy - 11:55 AM to 1:55 PM
- ❖ PM Absent - leaves school before, or arrives after 1:55 PM
- ❖ Left Early - leaves after 1:55 PM but before 3:20 PM (must be signed out by a parent/guardian in main office)

Student Discipline

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. Good discipline is best thought of as positive, not negative, such as helping the student to adjust, and turning unacceptable conduct into acceptable behavior. For these reasons:

- ❖ 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 discipline in an equitable and consistent manner and still allow for differences in age and maturity.
- ❖ The best discipline is preventative 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, teacher, peers, and other adults.
- ❖ Interventions: 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: written and/or verbal warning, parent/guardian conferences, after school detentions, in-school suspensions, and/or referral to a resource agency or person. These interventions are not progressive and do not preclude the use of other methods or approaches that are reasonable and purposeful.

These rules apply to any student who commits an offense in a classroom, anywhere on school premises, on a school bus or other school-related vehicle, or while attending a school-sponsored activity, regardless of whether the activity occurs on or off school premises. The District also reserves the right to impose discipline for a student's off-campus conduct, including internet use that results in a material and/or substantial disruption to the educational process at Bedford Public Schools.

Bullying Policy

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.

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)

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

Hazing

Anyone hazing another student on school property or at a school-related activity whether on or off campus will be subject to suspension or expulsion. Hazing is defined as the performing of an act or insisting that another perform an act that may cause or create an unnecessary risk to physical or mental health. Such acts include, but are not limited to branding, paddling, causing excessive fatigue-mental or physical, expecting participation in any activity in which full members will not participate, or acts which could cause discomfort, pain, fright, disgrace, injury, or degradation, or that violate any federal, state, or local statute or school policy.

Sexting

Sexting is the act of minor children electronically transmitting 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 Michigan, and label the youth as a sex offender. Additionally, all students who engage in sexting will be referred to police and/or other agencies. Students who are found to be creating a harassing or sexually harassing environment as described above, will receive a minimum of three (3) days of school suspension.

Extortion

Extortion is the use of threat, intimidation, force, and/or deception to take and/or receive something from someone else. Violations may result in disciplinary action up to and including suspension or expulsion.

Falsification of School Work/Cheating/Forgery

Plagiarism and/or cheating as well as any falsification or forgery of hall passes, bus passes, or excuses may result in discipline up to and including suspension or expulsion from school.

Physical Assault

Grade 5 and Below

Students in grade 5 and below who commit a physical assault at school against a District employee, volunteer, or contractor, or against another student, will be subject to disciplinary action up to and including suspension or expulsion from school for a period of time as determined appropriate by the District.

Sexual Harassment

Sexual harassment is any unwelcome verbal, physical, or written conduct or communication by one or more students or employees to another that interferes with the student's education, creates an intimidating, hostile and/or offensive environment, or otherwise adversely affects the student's educational opportunities.

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

Sexual harassment may include, but is not limited to, the following:

- ❖ Verbal harassment and/or abuse.
- ❖ Repeated remarks with sexual and/or demeaning implications.
- ❖ Unwelcome touching.
- ❖ Sexual jokes, poster, cartoons.
- ❖ Inappropriate text messages or other communications.

Verbal Threats/Assaults

Verbal threats or assaults directed against a District employee, volunteer or contractor, or bomb threats directed at a school building or property may result in suspension or expulsion from school. A verbal assault is a communicated threat to inflict physical and/or other harm against a person with a present intent and ability to act on the threat. Any threat to kill another person may result in a minimum three-day suspension.

Suspensions and Expulsions: Due Process

A Principal may suspend a student for up to ten (10) days. The decision to suspend a student for a period exceeding ten (10) days requires the approval of the Superintendent or his designee. Suspensions of more than ten (10) days in duration may be appealed in writing to the Board of Education. The Board of Education has the exclusive and final authority to expel a student from school based upon the recommendation and request of the Superintendent or his designee.

Students and their parents or guardians will be afforded due process in any suspension or expulsion proceeding. This includes notice of the charges, an opportunity to present the student's version of the events or any exculpatory evidence on the student's behalf; right to present evidence and witnesses in his or her behalf; and a right to be represented by legal counsel at parent expense. Pursuant to federal law, students do not have a right to the names of confidential student witnesses who have provided information to the administration. Permanently expelled students are not eligible for re-admission unless an application is approved by the Board of Education.

Drug Free Schools

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

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

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

Performance Enhancing Substances

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

Tobacco Free Schools

Tobacco use or possession of tobacco, tobacco products, or smoking paraphernalia is banned from all Michigan public school buildings and property at all times. All school property including vehicles is covered by this law. There is a \$50 fine for disobeying this law.

Use or Possession of Tobacco

The first offense for smoking or possession of tobacco is three days of suspension from school. The second and third offenses will carry corresponding five and ten day suspensions from school. Any recurrence will carry a ten day suspension from school. Students may also be subject to criminal sanctions or penalties in accordance with state and/or federal law, including up to a \$50 fine.

Weapon Free School Act

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

A student in grade 5 or below at the time of the expulsion who has been expelled for possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 90 school days after the date of expulsion. A student in grade 5 or below who has been expelled under this statute for a reason other than possession of a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of the expulsion.

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

Other Weapons

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 suspension or expulsion from school. These include the following:

- Explosives including firecrackers, caps, smoke bombs, stink bombs or any form of fireworks;
- Mace, pepper gas, or other similar substances
- Knives less than 3 inches in length
- Laser pens and pointing devices
- Look alike weapons
- 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 of a receiver of any such weapon
- Any firearm muffler or silencer
- Any dangerous destructive device
- Any object used to threaten, harm and/or harass another person.

Assault on Another with a Dangerous Weapon in a Weapon Free School Zone

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.

Parental Liability for Minors who Commit Weapon Free School Zone Violations

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 of probation.

School Closing/Delays Due to Inclement Weather

School Closing

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

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

Television:	WTOL - TV	Channel 11	Toledo
	WTVG - TV	Channel 13	Toledo
	WNWO - TV	Channel 24	Toledo
	FOX - TV	Channel 36	Toledo
	FOX - TV	Channel 2	Detroit

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

School Delays

When school is delayed, the same radio and television stations as listed above will be notified. When school is delayed, the starting time will be two (2) hours later than normal. Lunch will be served in all buildings. School normally begins at 8:20 a.m.; therefore, if there is a 2 hour delay, school will start at 10:20 a.m.

Honeywell Instant Alert for Schools

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

Safety Drills

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

Student Safety

Protective eye devices will be provided for all classes requiring them. Students must follow the safety procedures including wearing protective eyewear, when directed to do so.

Tornado Watch-Tornado Warning

A tornado watch means possible severe weather or that tornados may occur over a large geographic area such as southern Michigan. A tornado watch does not mean that a tornado is expected to strike in our immediate area. A tornado warning, on the other hand, means that a tornado may strike in the immediate area. Points to remember:

- ❖ Staff and students have been instructed as to proper safety procedures to follow during a tornado warning and will follow them.
- ❖ When severe weather conditions occur, we receive dozens of phone calls from parents asking us to give messages to their children. This is difficult for us to do. At your request, children will be released to you during a severe storm.

All decisions rest directly with the principal who will make every effort to do what he or she thinks is best for the safety and welfare of your children. Each school is required to conduct two tornado drills a year.

Visitors

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

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

The responsibility of the teacher is to teach. Consequently, unscheduled conferences with teachers while the teacher is responsible for a group of children are not permitted. While conferences are always welcomed, they should be scheduled during a time when a teacher is not supervising students (i.e. arrival and dismissal time) or teaching class.

School Bus Transportation

Approximately 5,000 students are provided with bus transportation to and from school each day by Bedford buses. It is a privilege. Our most important consideration is the safety of the passengers we carry – students.

Under normal conditions, elementary and kindergarten students can be expected to walk up to one-half mile to a bus stop. Secondary students can walk up to one mile.

School bus transportation is a privilege available to all Bedford students. To ensure each student's safety, all school regulations for code of conduct extend to each student from the time he or she enters the bus until such time as the student exits the bus. While the Board of Education furnishes transportation, parents are responsible for the safety and supervision of children at the bus stop. Once a student boards the bus, and at that time only, does he or she become the responsibility of the school district. Such responsibility will end when the student leaves the bus at the close of the school day.

Elementary parents should contact the school with a route change. The school will contact the transportation office with the information for the route changes for that day. The transportation office will inform the bus drivers. In cases of emergencies when there is not time to contact the transportation office, the school will walk that student out to the bus and communicate directly to the bus driver.

Students who become serious disciplinary problems on the school bus may have their riding privileges suspended. In situations where discipline is required, the Director of Transportation and the building administrator will be informed of the student's misbehavior. The student's parents will be notified via a "misconduct report" and their cooperation will be requested to correct their child's behavior. In instances when students do not conduct themselves in the proper manner, depending on the infraction, bus riding privileges may be suspended. Please read the bus rules below. Parents are asked to review these regulations with their child(ren).

- ❖ Students must be at the designated bus stop prior to the arrival of the bus.
- ❖ Students must stand 15-30 feet from the point where they board the bus.
- ❖ Students must enter the bus in single file.
- ❖ Students must be seated immediately and remain seated until the bus arrives at its destination.
- ❖ Students must sit on the seat, facing the front of the bus, with their hands inside the windows and their feet on

the floor. Student's feet and legs should not be in the aisle.

- ❖ Students must speak at normal levels, use proper language, and not instigate others.
- ❖ Students must become silent when crossing railroad tracks or at any time the driver asks for "quiet."
- ❖ Students may not bring glass objects on the bus.
- ❖ Students may not bring animals on the bus.
- ❖ Students may not use cell phones on the bus.
- ❖ Students may not eat, drink, or chew gum on the bus.
- ❖ Students may not light matches or lighters on the bus. Smoking is prohibited.
- ❖ Students are requested to help keep the bus clean, sanitary, and in good condition.
- ❖ The emergency door and equipment shall be used only in an emergency.

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

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

Dress Code

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

The following are **NOT** appropriate:

- ❖ Clothing/grooming that illustrates or promotes alcohol, tobacco, drugs, gangs, violence, sexual, and/or vulgar activity, or any illegal activity.
- ❖ Low cut, revealing, or bare-midriff tank tops, sundresses, or shirts.
- ❖ Clothing/grooming that is disruptive to the educational process.
- ❖ Clothing/grooming that does not reflect good personal hygiene.
- ❖ Clothing/grooming that is deemed unsafe for the classroom or school environment (i.e. high heels, skate shoes).
- ❖ Sagging pants or shorts.
- ❖ Backless shoes and sandals are not recommended.
- ❖ Body piercing other than to the ear may not be displayed at school.

Wearing Jewelry – Playground & Physical Education Class

Parents are advised that the wearing of jewelry, on the playground and in Physical Education class, may pose a safety hazard. Parents are responsible for determining whether jewelry worn by their child will be hazardous to their child or other children during playground and physical education activities. Visible body piercing jewelry, other than in the ears is not appropriate.

Money, Electronic Devices and Other Valuables

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

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

Valuable items such as collections, coins, jewelry, skateboards, skates, and toys should not be brought to school.

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

Lost and Found

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

Recess

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

Food Service Program

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

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

School Parties/Birthday Observances

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

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

School 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).

Religion in the Curriculum

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

Pets

At the discretion of the principal and after satisfactory arrangements are made with the teacher, a parent/guardian only may bring a pet to school and take it home after a short visit. Please be advised that pets are not allowed on the bus.

Field Trips/Camps

It is the parents' responsibility to pick up students whose behavior warrants returning to school. There will be no refund if students are asked to leave camp or a field trip. The District reserves the right to exclude any student from participating in a field trip if it determines that it is necessary for the health or safety of the student or other students.

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.

Chaperones

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

Moving from the District

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

Community Education

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

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

After School and Weekend Activities

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

The Latchkey Center - TLC

The Latchkey Center provides care before and after school for elementary students who would otherwise be home alone while parents are working. The Latchkey Center provides a variety of enrichment activities to help the child develop physically, socially, emotionally, and intellectually. Latchkey hours and fees (additional / same family child discounted). Please contact the numbers listed in this section for up-to-dates rates.

Advance registration is required. For more information contact your Latchkey Center at 850-6719 (DRE), 850-6619 (JRE) or 850-6819 (MRE). Bedford Public Schools reserves the right to contact appropriate law enforcement officials and other agencies if children are not picked up within a reasonable period of time following the conclusion of latchkey services.

Information Technology Policy

The Board of Education is committed to the effective use of Information Technologies to enhance both the quality of student learning and the efficiency of District operations. The Board recognizes that safeguards have to be established to ensure that the District's investment in technologies is achieving the benefits anticipated. The staff and students of Bedford Public Schools are expected and charged to make legal, age appropriate and ethical use of Information Technologies.

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 by BOE

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 elementary level should be turned off and stored in backpacks or lockers unless use is requested and supervised by a staff member for educational purposes.
- ❖ 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.
- ❖ May not be used to harass, intimidate, or bully anyone, at any time.
- ❖ May not be used to take or store video, audio, or pictures of other people during school hours unless requested/approved by a staff member for class purposes or assignments.
- ❖ May not be used in any way that detracts from the learning environment of the school.

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 videotape/digital media students as part of the educational experience. The video belongs to Bedford Public Schools and it will only be used in an instructional manner.

Student Expressive Activities

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 content 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.

Student Non-School Sponsored Activities

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 above persons. 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. 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.

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(s) and to students eighteen (18) years of age or older. Arrangements for review may be made through the Principal or the building's Guidance and Counseling Department.

Under the provisions 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 (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 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 Principal's Office of each school in the 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.

Non-Discrimination and Equal Opportunity

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, will 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 will 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 a grievance will discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who will 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 will be submitted to the Civil Rights Coordinator within five (5) business days of receiving the answer to the informal complaint. The Coordinator will 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, will 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 will 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 will 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 this 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.

K-12 AdvancED Accreditation



All schools in the Bedford Public School District are accredited by the AdvancED organization. Bedford Public Schools is one of a few districts in Michigan to earn this honor. Accreditation requires a school to meet strict educational criteria in areas that include curriculum, pupil/teacher ratios, staffing and support personnel, and teaching assignments.

Our Accreditation is a tribute to the fine efforts of teachers, administrators, staff, students, parents, and the Board of Education who continually work hard to provide exceptional educational opportunities for all students. Our K-12 Accreditation demonstrates to the community our commitment to excellence and continuing growth.

Parent Teacher Association—PTA Available at DRE and MRE



The PTA welcomes the entire community to your school and invites you to join the PTA. Many programs, projects, and activities are sponsored annually by the PTA. Families, friends of education, and businesses are encouraged to join the PTA. The ultimate goal is to unite parents, teachers, and community in order to serve the many needs and interests of our students. Please show your support by becoming a member of the PTA and assisting in any way that you can to promote quality lives for our kids. Your local school PTA is also part of the Bedford PTA Council, the Michigan PTA, and the National PTA. Don't miss out...be a part of something special!

Parent Teacher Organization—PTO Available at JRE

The PTO welcomes the entire community to your school and invites you to join the PTO. Many programs, projects, and activities are sponsored annually by the PTO.

1:1 Student Expectations

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, zipped up inside of the carrying case and use the handles.
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 a **secured** classroom or supervised area when not in use (i.e. lunch, recess, specials, after school clubs/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 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 any problems or damages to my Chromebook 734-850-6095 or email the district helpdesk at helpdesk@mybedford.us or login to <http://helpdesk.bedford.k12.mi.us/helpdesk>

I understand that that by signing the Technology User Agreement, I am committing to follow all user guidelines and student 1:1 expectations. I understand that violating these guidelines and expectations may result in disciplinary action.

Student and Parent/Guardian Letter of Understanding

The Bedford Elementary School Student and Parent Handbook is a publication dedicated to preserving the rights and responsibilities of our students and staff members as in cooperation with our parent body, enter into the educational process within an elementary school environment. It is most important that all parties are familiar with the contents of this booklet, and understand the implications of the school policies which afford our students the freedom to learn and our teachers the ability to teach in a setting free from distraction.

The Handbook has evolved as a result of many years of parents, teachers, students, and Board of Education members working together to create a publication that is complete, succinct, enforceable under Board of Education Policy, and user-friendly. Please sign this letter below indicating that you have received, read and understood the contents of the Handbook, and the consequences of not abiding by the policies adopted by the BPS Board of Education. Additionally, by signing the permission slip you are also allowing your student to be assigned a full Bedford Public Schools District Google Apps for Education Account. This is a part of our 1:1 Learning Initiative (5th grade only). Finally, your comments and suggestions regarding the contents of the Handbook are welcomed and appreciated.

Parent/Guardian Signature

Date

Student Signature

Date

Print Student Name

Date

Comments:

*Sign and return this form to the student's teacher by the end of the second week (Friday, September 18, 2015) of the new school year.