

Bedford High School Handbook 2011-2012

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TABLE OF CONTENTS

INTRODUCTION

DISTRICT VISION STATEMENT
BEDFORD HIGH SCHOOL VISION STATEMENT
THE BEDFORD HIGH SCHOOL STAFF BELIEF STATEMENT
RESPONSIBILITIES OF BEDFORD HIGH SCHOOL STUDENTS
COMMON CLASSROOM EXPECTATIONS

ACADEMICS

ACT / MICHIGAN MERIT EXAM
CAREER PATHWAYS
FINAL EXAMS
GRADUATION REQUIREMENTS
GRADING SYSTEM
NATIONAL HONOR SOCIETY
OPEN DOOR
PROGRESS REPORTS
SCHEDULE CHANGES
TESTING OUT POLICY
WITHDRAWAL POLICY

ATTENDANCE

ATTENDANCE AND BOARD POLICY
ATTENDANCE EXPECTATIONS
ATTENDANCE POLICY
COLLEGE VISIT
EXTENDED ABSENCES/VACATIONS
HOMEWORK REQUESTS – EXTENDED ILLNESS
TARDY POLICY

CODE OF CONDUCT

ASSAULT AND FIGHTING ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED EVENTS
BEHAVIOR EXPECTATIONS
BUS BEHAVIOR
CAFETERIA
CHEATING
DAMAGE OR DESTRUCTION OF PROPERTY
DISRESPECT AND/OR DISREGARD OF DIRECTIONS OF SCHOOL PERSONNEL
DISRUPTION OF SCHOOL
DRESS CODE
DRUGS
DUE PROCESS
ENTERING AND LEAVING THE BUILDING
FORGERY
FUND RAISERS
GAMBLING
HALL PASSES
HAZING

ID'S
LOCKERS
PARKING REGULATIONS AND REGISTRATION
PENALTIES, SUSPENSIONS, EXPULSION, AND INTERVENTION
SAFETY DRILLS
SEARCH AND SEIZURE
SEXTING
SEXUAL HARASSMENT
STUDENT EXPRESSION POLICY AND DEFINITIONS
TECHNOLOGY ACCEPTABLE USE POLICY
TERRORIST THREATS / ACTS
THEFT AND BURGLARY
TOBACCO –USE OR POSSESSION
WEAPONS AND DANGEROUS INSTRUMENTS
ZERO TOLERANCE PHILOSOPHY

CO-CURRICULAR ACTIVITIES

CO-CURRICULAR ACTIVITIES
CO-CURRICULAR ACTIVITIES SUBSTANCE ABUSE POLICY
CO-CURRICULAR ATTENDANCE POLICY
CO-CURRICULAR ELIGIBILITY REQUIREMENTS
CO-CURRICULAR SUSPENSIONS (NON ACADEMIC)

GENERAL INFORMATION

BELL SCHEDULES
BREAKFAST
CHAPERONES
DANCES
DELAYS AND CLOSINGS
ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
FEES AND FINES
HEALTH
INFORMATION TECHNOLOGY POLICY
MESSAGES AND PERSONAL DELIVERIES
NONDISCRIMINATION AND EDUCATIONAL OPPORTUNITY POLICY
SECURITY CAMERA USAGE NOTICE
SERIOUS COMMUNICABLE DISEASE AND HUMAN SEXUALITY CURRICULA
VISITOR PASSES
PARENT VISITORS (9410)
RELIGION IN THE CURRICULUM
SCHOOL CEREMONIES AND OBSERVANCES

INTRODUCTION

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

DISTRICT VISION STATEMENT

Bedford Public Schools is committed to being: Student Centered, Learning Focused, Community Engaged, and Globally Competitive.

BEDFORD HIGH SCHOOL VISION STATEMENT

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

THE BEDFORD HIGH SCHOOL STAFF BELIEVE:

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

RESPONSIBILITIES OF BEDFORD HIGH SCHOOL STUDENTS

Bedford High School students are expected to be aware of and accept individual responsibilities in the following areas:

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

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

COMMON CLASSROOM EXPECTATIONS

- Comply with all rules stated in the code of conduct
- Demonstrate respect continually in classrooms and hallways. Use appropriate language. Profanity, harassment, and or insulting remarks are unacceptable.
- Always carry a school ID and show it to any staff member upon request.
- Be inside the classroom by the time the bell is finished ringing.
- Bring your classroom materials to every class.
- Have a hall pass when in the hallway during class time.
- Food and drink items are to be consumed in the cafeteria and in the classroom at the teacher's discretion. Food and drink items are prohibited in hallways.
- Use of electronic communication devices (cell phone, MP3/CD/iPod/pager, head phones, gaming devices, etc.) during the school day are prohibited. Such devices must be powered off and out of view from 7:00 a.m. to 2:35 p.m.
- Clothing/grooming that is deemed unsafe for the classroom or school environment, including but not limited to hats/hoodies/coats/outerwear, should not be worn in the building from 7:00 a.m. to 2:35 p.m.
- Make up work, one day for each excused day absent.

ACADEMICS

ACT / MICHIGAN MERIT EXAM

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

CAREER PATHWAYS

WHAT ARE CAREER PATHWAYS?

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

WHY CAREER PATHWAYS?

Some day all students will go to work. They may go to college first or gain advanced training in other ways. Students need to know what it takes to succeed in the world of work.

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

ARTS AND COMMUNICATIONS

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

BUSINESS, MANAGEMENT, MARKETING, AND TECHNOLOGY

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

ENGINEERING/MANUFACTURING AND INDUSTRIAL TECHNOLOGY

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

HEALTH SCIENCES

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

HUMAN SERVICES

Careers in child care, civil service, education, hospitality, and the social services. These may include law and legal studies, law enforcement, public administration, child and family services, and social services. Specific examples

include postal workers, police officers, lawyers, teachers, counselors, school administrators, fire fighters, clergy, and social workers.

NATURAL RESOURCES AND AGRISCIENCE

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

FINAL EXAMS

Students at Bedford High School are required to take final exams in all courses. Final exams may not be taken early without the approval of the principal.

GRADUATION REQUIREMENTS

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

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

GRADUATION REQUIREMENTS / MICHIGAN MERIT CURRICULUM

COURSE REQUIREMENT	CREDITS REQUIRED	REQUIRED COURSES
Mathematics	4	Algebra 1 Geometry Algebra 2 1 additional Math credit in final year
English	4	
Social Studies	3	US History & Geography World History & Geography Economics Civics
Science	3	Biology Chemistry or Physics 1 additional Science credit
Health & Physical Education	1	Course must include content on both health and physical education.
On-Line Learning	1	Credit may be in on-line learning experience or integrated on-line learning.
Visual, Performing or Applied Arts	1	Credit may be earned in any one category of arts, i.e., <i>Visual</i>: various classes from the Art Dept.; <i>Performing</i>: various classes from the Music Dept.; <i>Applied</i>: various classes from the Career and Technical Department.
Elective classes	10.5	

Credits required to be a senior:

- 20.0 credits

MINIMUM CREDITS REQUIRED FOR GRADUATION:

- 27.5 credits

GRADING SYSTEM

Student work is graded according to the following system:

Letter Grade	Percentage	Points
A	94 - 100	4.0
A-	90 - 93	3.7
B+	87 - 89	3.3
B	84 - 86	3.0
B-	80 - 83	2.7
C+	77 - 79	2.3
C	74 - 76	2.0
C-	70 - 73	1.7
D+	67 - 69	1.3
D	64 - 66	1.0
D-	60 - 63	0.7
F	0 - 59	0.0

*Grades are not rounded up.

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

Grading System

- A = 4 Represents excellent work
- B = 3 Represents good work
- C = 2 Represents average work
- D = 1 Represents poor work
- F = 0 Represents failure

NATIONAL HONOR SOCIETY

Guidelines for National Honor Society Selection

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

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

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

The Bedford High School National Honor Society meets regularly and focuses on pursuing excellence in the areas of scholarship, character, leadership and service.

Membership in the Bedford High School National Honor Society is a privilege, not a right.

OPEN DOOR

Open door students are not permitted to return to the main campus after their school day or during regular school hours unless they are involved in a co-curricular activity. Students who enroll at Open Door must finish the current school year before applying to return to main campus. Students attempting to re-enroll at BHS anytime after “dropping out” of school must successfully attend the BHS Open Door Campus for one school year prior to returning to main campus.

PROGRESS REPORTS

Student progress reports will be available to parents or guardians online each term. Parents or guardians are encouraged to review this progress with the student. The counselors will send letters at the end of each term to those juniors and seniors whose graduation date has been jeopardized by failing grades or incomplete course work.

SCHEDULE CHANGES

If schedule changes are necessary prior to the start of the school year, students are encouraged to do so during summer registration. During the school year, students with schedule problems should report to the counseling area before or after school within the first two school days of each term. After the first two days of classes, no student may drop a course or otherwise change his or her schedule without parental permission, teacher recommendation, and a scheduled conference with the principal or assistant principal. Students who drop classes after the second week of the term will receive an “F” trimester grade for all classes dropped.

TESTING OUT POLICY

Testing out information is available on the Bedford High School website at the following webpage.

http://www.bedford.k12.mi.us/~shs/Registration/Testing_Out_and_MME.htm

WITHDRAWAL POLICY

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

Counseling Office and all fees/fines have been paid, the parent will receive a copy of the withdrawal form and an unofficial copy of the student's transcript.

ATTENDANCE

ATTENDANCE AND BOARD POLICY

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

ATTENDANCE EXPECTATIONS

All students are expected to attend all classes every day and to be punctual in their attendance. If a student is unable to attend school or any part of the school day it is the parent/guardian's responsibility, regardless of the student's age, to notify the school at **734-850-6110**. The direct phone line is available 24 hours a day.

ATTENDANCE POLICY

When a student accumulates 8 or more absences in a course, he or she violates the attendance policy. As a result the student will earn a failing grade for the term for that course. Students who violate the attendance policy will continue to attend class and work toward passing the "test out" final exam. A student who passes the "test out" final exam with a 60% will receive credit for the course. However, regardless of the student's ability to score 60% or higher on the exam, he or she will receive an "F" transcript grade for the course. This grade will be averaged into the student's accumulative GPA. Accordingly, it is possible for a student to fail the course and still earn credit in the course.

Appealed Absences

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

Absences that do not count toward the attendance policy:

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

Absences that may be appealed with appropriate documentation:

Death in the immediate family, mandatory court appearances, long-term illness, and significant tragedies.

Administrators have discretion to grant or deny appeals for absences resulting from unique circumstances. Doctor's notes do not necessarily guarantee that a full day of absences will be appealed. For example, a 10-minute doctor's appointment does not appeal a full day of school. All decisions of the administration are final.

Making up Days

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

Early Dismissals and Late Arrivals

Students who are absent from class for more than 10 minutes will be considered absent. This applies to both early dismissals and tardiness.

Truancy

Compulsory attendance of all students between the ages of 6 and 16 shall be enforced in compliance with the laws of the State of Michigan. A student's excessive absences may result in the referral of the student and the student's parents to the Monroe County Sheriff's Office. If the pattern of excessive absences continues, the Monroe County Prosecutor will be contacted. There are three ways in which the Prosecutor's Office and the courts can become involved to attempt to solve a child's truancy problem:

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

COLLEGE VISIT

- Seniors and Juniors wishing to make a college visit may do so twice (2) within the year without being counted absent by following the required procedure:
- Through parent or guardian request, the student will obtain a "College Visitation and Verification Form" from the attendance office PRIOR to the visit, then have it officially stamped at the college visited.
- The student, upon returning, will take the stamped form to the attendance office.
- This process is to begin PRIOR to the college visit in order to be exempted.

Exceptions to this process may be made by the Principal.

EXTENDED ABSENCES/VACATIONS

Vacations during the school year are discouraged. Any vacations taken during the school year will be counted against the student's total number of absences.

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

For absences lasting more than two (2) days, documentation may be requested. Official documentation is always advisable. Assignments should be requested through the counseling center (850-6111).

HOMEWORK REQUESTS – EXTENDED ILLNESS

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

TARDY POLICY

Tardiness is unacceptable. Students are expected to arrive at school at the beginning of the school day on time and are expected to pass from class to class in the allotted time without being late for class. The following tardy policy will be in effect:

- **Third tardy to a class equals one penalty hall.**
- **Fourth tardy to a class equals two penalty halls.**
- **Fifth tardy to a class equals a Saturday penalty hall.**
- **Six or more tardies to a class will be progressive days of ISS.**

CODE OF CONDUCT

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

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

Bedford Public Schools will do everything in its power to keep gang activity, weapons, and substance abuse out of our schools. Section 340.614 of the Michigan School Code authorizes the Board of Education to suspend or expel students and to make reasonable rules and regulations regarding discipline.

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

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

ASSAULT AND FIGHTING ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED EVENTS

1. Physical threat or violence to persons including striking, kicking, pushing, or threatening with any weapon (including fists).
2. Harassment - Verbal, physical, racial, and/or sexual.
3. Hazing - Performing an act that may cause or create unnecessary risk to physical or mental health.
4. Throwing objects - An act that may cause unnecessary physical harm.
5. Bullying - The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse while at school, at any school function in connection to or with any District sponsored activity or event while in route to or from school.

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

BEHAVIOR EXPECTATIONS

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

BUS BEHAVIOR

1. Bus transportation is a privilege provided to Bedford students.
2. To ensure each student's safety, normal school policy for code of conduct extends to and from school.
3. Students should be at the designated bus stop 10 minutes prior to the scheduled arrival time.
4. The bus driver has the authority to limit the riding privileges of any student who does not follow the rules.

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

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

CAFETERIA

1. Students are to be in the cafeteria by the time the bell rings, get their food, and go promptly to their seats. Penalty halls will be assigned for tardies.
2. Seating is twelve to a table, and NO chairs are allowed in the aisles. Students are responsible for the cleanliness of the table and the area around the table.
3. The throwing of food or other items, fighting, excessive noise, and disruptive or disrespectful behavior are NOT tolerated. Serious violations of this rule will result in an automatic suspension of one to three days.
4. Theft of food will be referred to the appropriate authority.
5. A student, who has finished eating and has cleaned up the area, may move to another table IF there is an empty place.
6. Students are allowed to leave the cafeteria to go to the C-Hall bathrooms ONLY; students must check out with a supervising teacher or administrator.
7. If a student has a hall pass to leave the cafeteria early, come in late, or eat in a lunch hour other than his or her own, the student will check in with a supervising teacher or administrator first.
8. Five minutes before the end of the hour, students are to be out of the bathroom and back to their tables. Students will stay in their seats until the bell rings. Any students whose table and area are still not cleaned when the bell rings will be held by a supervising teacher or administrator until it is cleaned.

CHEATING

1. The use of another person's work to be used to represent one's own work or efforts.
2. Any effort to take an "unfair advantage" over other students is cheating, i.e. using cheat sheets, copying from another student's work, giving or receiving specific test or assignment information to or from another student.
3. A person who provides information to another to assist the other person is guilty of cheating.
4. Attempts to copy or retrieve exam documentation through written or digital form.

The teacher will inform the students, parent and administration of cheating, plus award a grade of zero for the test or assignment. For repeated offenses students will receive a zero on the assignment and administrators will assign ISS.

A student not registered for a class in which they were engaged in cheating will receive ISS penalties instead of a zero.

DAMAGE OR DESTRUCTION OF PROPERTY

1. Arson - Intentional setting of fire to school or personal property including property of the student on school premises.
2. False Fire Alarm - Causing the evacuation of school by activating the fire alarm without justifiable cause.
3. Vandalism - Intentional destruction of school or personal property such as writing on building walls, breaking windows, or driving on the school lawn.

4. Mischievous Behavior - Unintentional destruction of school or personal property resulting from mischievous behavior.
5. Removing, discharging, or damaging fire extinguishers.

DISRESPECT AND/OR DISREGARD OF DIRECTIONS OF SCHOOL PERSONNEL

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

DISRUPTION OF SCHOOL

1. No use of profanity, running, loud talking, public display of affection, or boisterous behavior is allowed in the hallways.
2. The purpose of assemblies, rallies, and school events is to acknowledge, demonstrate, and promote school spirit and student participation. Students must conduct themselves in a mature, socially acceptable manner demonstrating respect for all participants. Disrespect for any participant will NOT be tolerated.
3. Students may be in possession of cellular phones, pagers ("beepers"), or other electronic communications device while in school. Such devices shall not be used or in view during school hours. Cell phones must be turned off and not exposed. However, electronic devices including but not limited to "Walkie Talkies," either long or short range, portable CB radios, portable "HAM" radios, portable scanning devices, shall not be allowed in any circumstance
4. Food and drink items are to be consumed in the cafeteria and in the classroom at the teacher's discretion. Food and drink items are prohibited in hallways-

DRESS CODE

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

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

1. Clothing/grooming that illustrates or promotes alcohol, tobacco or other drugs.
2. Clothing/grooming that emulates gang/street activity.
3. Clothing/grooming that promotes violence.
4. Clothing/grooming that is vulgar, provocative, or otherwise suggestive.
 - Undergarments should not be visible at any time (this includes boxer shorts, briefs, underwear, bras, etc.).
 - Skirts or shorts must be no higher than 4 inches above the top of the knee.
 - Spaghetti straps, halter tops, or tank tops are not allowed.
 - Cleavage should not be visible at any time.
 - Ripped/stressed jeans are not permitted if they violate items 1 or 2.
5. Clothing/grooming that is deemed unsafe for the classroom or school environment, including but not limited to hats/coats/outerwear. Hooded sweatshirts are permitted as long as the hood is not worn.
6. Clothing/grooming that is disruptive to the educational process.
7. Clothing/grooming that does not reflect good personal hygiene.

8. Distracting body piercing.
9. Tops and bottoms that do not overlap while standing or seated.

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

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

DRUGS

Possession, Sale, or Use of Narcotics, Alcohol, Inhalants, Paraphernalia, over-the-counter drugs, look-a-likes, or other Dangerous drugs: (Such items will be confiscated by school authorities.)

1. Distribution in or out of school.
2. Possession, Sale, or Use of Narcotics, Alcohol, Inhalants, over-the-counter drugs, look-a-likes, or other dangerous drugs.

Bedford Public Schools prohibits the solicitation, sales, purchase, distribution, possession, use, or being under the influence of illicit drugs, alcohol, look-a-likes or drug paraphernalia in school buildings, in school vehicles, on school grounds, or at any school sponsored activity that includes students regardless of location. Such items will be confiscated by school authorities and students will subject to expulsion and prosecution.

Drug Policy Violation

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

Substance Abuse Assistance

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

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

The District shall initiate intervention strategies under three circumstances:

- students seeking help
- students exhibiting inappropriate, unusual or atypical behavior,
- witnessed use, possession, distribution of narcotics, alcohol, inhalants, over-the-counter drugs, look-a-likes, or other dangerous substances, misuse of medication for the purpose of enhancing performance, or drug paraphernalia in school or at school sponsored activities.

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

Students Seeking Help

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

DUE PROCESS

Students who feel they are unjustly accused will be given the opportunity to examine and refute the evidence presented against them, first in a meeting with a building administrator and a department chair representative, and then, if necessary, at a meeting of a review committee composed of a building administrator, the athletic director and a coach or advisor, and at least two department representatives. The decision of this committee will be based on a majority vote by its members. This administrative procedure is not intended to exclude students from additional due process rights offered to all Bedford students in disciplinary situations.

ENTERING AND LEAVING THE BUILDING

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

Students may NOT leave the building during the school day without permission from school administrators. Students authorized to leave MUST sign out at the attendance office located in the cafeteria. If the student is to leave for a legitimate appointment or is ill or injured, a phone contact with the parent or guardian is necessary before the student may leave school. Under NO circumstances will an absence be excused if the student has not been cleared PRIOR to leaving.

- Students leaving school without permission will be recorded as unexcused for the period(s) missed.
- A student, who leaves because of illness, is not allowed to return to school or to participate in after school co-curricular activities until the next day.
- Students excused for the day are not allowed on school property except as authorized by an administrator.

FORGERY

The act of fraudulently using, in writing, the name of another person or otherwise falsifying school records e.g. falsifying attendance notes, hall passes, library passes, or other written communication.

FUND RAISERS

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

GAMBLING

The act of gambling

HALL PASSES

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

HAZING

Performing an act or insisting that another perform an act that may cause or create an unnecessary risk to physical or mental health. Such acts include, but are not limited to: branding; paddling; causing excessive fatigue, mental or physical; requiring participation in any activity that could cause discomfort, pain, fright, disgrace, injury, or degradation or that violates any federal, state, or local statute or school policy.

ID'S

Every student will be issued a picture ID. Student ID's are required in order to check out library materials. Upon request, all students must identify themselves with a picture I.D. to school authorities on school grounds, or at school-sponsored events. Refusal to produce an ID is considered insubordination. False identification is a direct violation of the code of conduct.

LOCKERS

Lockers are the property of the school and are assigned to each student for storing outerwear, supplies, and school-related items. At no time does the school relinquish its exclusive control of its lockers, and a student who uses a school locker is presumed to have no expectation of privacy in that locker or its contents. Students are prohibited from placing locks on any locker without the advance approval of the principal or his designee. Each student is responsible for the condition of the locker as well as the contents of the locker assigned to him or her for the school year. All students are expected to keep their lockers clean, orderly, and free of writing, inappropriate decorations, or decals. Failure to report vandalism, abuse, or mechanical failures of your locker may result in you being held financially responsible for repairs. Periodic locker checks are made for the purpose of ensuring school safety and student welfare. Money or valuables are not to be kept in gym lockers or hall lockers. A student's locker combination is not to be given to another student.

PARKING REGULATIONS AND REGISTRATION

Any student who shall drive and park on the Bedford High School Campus must obtain a parking permit. Permits are available after showing a valid Michigan driver's license, proof of insurance, vehicle registration, and payment of the \$25 registration fee per year, second and third term, or \$15 for third term only. Driving to school is a privilege. Violation of any of the following regulations will result in a suspension of that privilege without refund.

Regulations

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

11. Unregistered vehicles will result in student suspension and may be subject to tow.
12. Five tardies to first period in a term will result in loss of driving privileges for thirty days for the first offense and the remainder of the year for the second offense in a term.
13. Students are not allowed to park in the staff parking. Staff parking includes the white parking spaces in the back parking lot, and the east and south sides of the building.

Parking Violations

- 1st Offense-1 calendar month suspended parking privilege.
- 2nd Offense- Loss of privilege for rest of school year.

Any student driving to school with suspended parking privileges or without registration will be suspended for the remainder of the day and must immediately remove the vehicle. For more detailed information, consult the Parking Rules and Regulations sheet given with the permit.

PENALTIES, SUSPENSIONS, EXPULSION, AND INTERVENTION

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

1. Warning—A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
2. Student Conferences—A conference involving a student and staff member(s) for the purpose of discussing and resolving behavioral problems.
3. Penalty Halls—May be assigned at the discretion of teachers or administrators for minor infractions such as tardies or misconduct.
4. Parent or Guardian Conferences—A conference involving the parent/guardians and school staff for the purpose of discussing and resolving behavioral problems. The emphasis is on enlisting the assistance of the parent or guardian. The student may also be involved in this conference.
5. Referral to a Resource Agency or Person—Referral to an in-school or out-of-school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavioral problem. A referral normally would be made with the cooperation of the student and parent or guardian.
6. Suspension—In-school or out of school suspensions may be assigned at the discretion of an administrator for major infractions.

Students are expected to complete all assignments upon return from a suspension where applicable. It is the responsibility of the student to get their assignments upon returning from a suspension. Please note that teachers' discretion will be used in the determination of what assignments or class work may be made up.

Expulsion—Expulsion proceedings may be initiated at the discretion of the administration.

Expulsion Process

The following procedural guidelines govern the expulsion process:

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

1. Written notice of charges against a student shall be supplied to the student and parents or guardian. Included with this notice shall be a statement of the time and place for the hearing which shall be reasonable for the parties involved.
2. The student and parents or guardian shall be present at the time of the hearing.
3. The student and parents or guardian may be represented by legal counsel.
4. The student shall be given an opportunity to give his or her version of the facts and their implications. The student shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered.

Step Two: Board Hearing

1. Following the administrative hearing, the student and the parents or guardian may have up to 10 days to request a Board of Education hearing. The Board shall make its determination solely upon the evidence presented at the hearing.
2. A record shall be kept of the hearing.
3. The Board of Education shall state, within a reasonable time, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
4. The findings of the hearing authority shall be sent to the student and the parents or guardian.
5. The student and the parents or guardian shall be made aware of the right to appeal the decision of the hearing authority to the appropriate appellate authority.

SAFETY DRILLS

Evacuation Drill

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

Tornado Drill

In the event of threatening weather, school officials will monitor local radio stations as well as the police and fire department. If a tornado warning is issued, students will be directed to "safe areas" within the school. Each student should stay away from doors, windows, and showcases. No one should be in the gym, cafeteria, media center, or in the auditorium. Students must remain in the designated area until the "all clear" has sounded.

Students and teachers may return to the classroom only after the "all clear" bell has been sounded.

SEARCH AND SEIZURE

School officials maintain the right to search a student's person and/or personal effects, locker, or vehicle whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Student lockers are school property and remain at all times under the control of the school. A "drug dog" may be brought in by a police officer to check hall lockers or cars parked on school property. Examples of items subject to this regulation include, but are not limited to: drugs, drug paraphernalia, weapons, pornography, stolen goods, firearms, explosives, alcohol, tobacco, or cigarette lighters.

SEXTING

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

SEXUAL HARASSMENT

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

Definition:

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

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made by any student or employee to another when:
- such conduct has the purpose or effect of substantially interfering with individual's academic performance or creating an intimidating, hostile, or offensive educational environment.
- B. Sexual harassment, as set forth in Section A, may include, but is not limited to the following:
- verbal harassment or abuse
 - written harassment or abuse
 - pressure for sexual activity
 - repeated remarks to a person, with sexual demeaning implications
 - unwelcome touching
 - suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or social stature.
- C. Specific examples of sexual harassment in our school as referred to in Section B may include but not be limited to:
- sexual comments, jokes, gestures, or looks
 - touching, pinching, or grabbing in a sexual way
 - intentionally brushing up against another in a sexual way
 - flashing or mooning another
 - showing, giving, or leaving sexual photographs, pictures, illustrations, messages, or notes for another.
 - targeting another by using sexual rumors
 - pulling at clothes in a sexual way
 - pulling clothing off or down
 - calling another gay or lesbian
 - forcing another to do something sexual

STUDENT EXPRESSION POLICY AND DEFINITIONS

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

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

Any student wishing to present or distribute non-school sponsored material must first submit a copy of the material for approval to the Principal, an Assistant Principal, or the Principal's Secretary. This material must be submitted at

least 24 hours in advance, directly to one of the above persons. Leaving a copy of the material on an administrator's desk does not constitute submission for approval. Non-school sponsored materials (including, but not limited to books, magazines, pamphlets, newspapers, fliers, petitions, drawings, buttons, badges, insignias, visual representations or any other written or printed matter) may be distributed only with the prior permission of a school administrator and in conjunction with the District's distribution policy. A copy of the materials to be distributed along with a completed request form must be submitted to the building principal at least 24 hours in advance of the desired distribution time. Distribution of any materials without prior permission of the building administrator constitutes sufficient grounds for discipline including suspension from school. If you wish to distribute any non-school sponsored materials, please stop by the office for information on the distribution policy.

At the time of submission, the student has the right and 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. The following are prohibited:

1. The use of profanity, obscenities, racial slurs, or personal attacks.
2. Conducting demonstrations that interfere with the operation of the school or classroom.
3. The act of belonging to a secret society as defined by the laws of the State of Michigan.
4. Gang affiliation or activity of any kind.
5. Articles that threaten to disrupt the educational process; threaten persons or groups; advocate racial, religious, or sex discrimination; advocate violation of law or school regulations; are considered false, libelous, or slanderous; are profane, obscene, or sexually suggestive; and/or advocate the illegal use of alcohol and/or illegal drugs are strictly prohibited.
6. Student publications will be reviewed by faculty advisors.
7. Any printed material to be distributed must be approved by a building administrator. Signs posted in hallways must possess an administrative stamp of approval and must be posted only in the "Grip-a-Strips" provided in the hallways. All signs must be removed after the posting date has expired.
8. Unauthorized Assemblies - Unauthorized student demonstrations.
9. Indelicate displays of affection such as hugging, kissing, or other actions implying a lack of modesty are prohibited.
10. Cheating - The act of willfully and knowingly copying or using the work of another and representing it as one's own, or the act of using books, notes, or other materials on a test without the knowledge or approval of the instructor.
11. Computer trespass or destruction of computer files or equipment - The act of knowingly entering or attempting to enter an unauthorized account and copying or altering any file; the act of destroying another person's file, account, or computer disk.

TECHNOLOGY ACCEPTABLE USE POLICY

Bedford Public Schools (the District) offers access to Information Technologies for educational purposes. These technologies include computers, network, phone system, audio-visual equipment, Internet access, and information storage devices. Use of technology requires that it is used for educational purposes in a considerate, appropriate, and responsible manner which complies with District standards.

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. 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 responsible for the class the computers are used in will monitor the use of the computers and guide the students toward educationally sound materials. If there is any question as to whether a contemplated activity or material is appropriate, the teacher or staff member should be consulted.

The District makes no warranties of any kind, whether expressed or implied, for 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. 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. Teachers and staff reserve the right to inspect any student's technology, data, media and property brought onto school property, into school facilities, or used to access school technology.

In addition to the general guidelines listed in the Student Handbook, the actions listed below are violations of the Acceptable Use Policy. Discipline for misuse of Information Technologies will be determined by the building administrator as outlined in the student handbook, up to and including legal proceedings. The District does not take responsibility for users who take action or locate inappropriate resources, or for users who attempt to disseminate values or materials 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. 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 private purposes. Technology will not be used by students for entertainment, game-playing, or activities unrelated to their current education and learning as directed by teachers and staff. Private resources such as private accounts and home computers should not be accessed through school technology without the express and specific permission from the teacher or staff member.
3. No student will knowingly or negligently damage, vandalize, "hack," alter, reconfigure, modify, or destroy school technology, either from within or from outside school facilities. Activities that are considered vandalism include, but are not limited to: printing excessive copies; attempting to "crash" 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. 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. Access or attempting to access another person's private files will be considered theft. Any violation of this should be reported immediately.

TERRORIST THREATS / ACTS

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

THEFT AND BURGLARY

1. Burglary - Unauthorized entry to school premises or the removal of school or personal property.

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

TOBACCO –USE OR POSSESSION

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

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

WEAPONS AND DANGEROUS INSTRUMENTS

1. Explosives - Possession or use on school property or at school sponsored events of explosive materials including firecrackers, caps, smoke bombs, stink bombs, or any form of fireworks.
2. Any weapon or dangerous instrument will be confiscated by school authorities.
3. Firearms - Possession or use of firearms or other dangerous weapons or instruments on school property or at school sponsored events.
4. Mace, pepper gas, or other similar substances are strictly prohibited.
5. Knives of any blade length are not permitted.
6. Laser Pens and Pointing Devices are not permitted.

The 1994 Public Act 158 provides that a person who assaults another on school property or in school vehicles with a firearm or weapon is 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 a fine of not more than \$6000.

The State of Michigan mandates under section 1310 of the School Code that any student who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle must be expelled for up to 180 school days.

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. Petition for reinstatement shall be made pursuant to the laws and statutes of the State of Michigan and the rules and regulations of the school district.

*Note: Knives of any blade length are not allowed in school and may result in a suspension. The knife will be confiscated. The over 3" blade rule applies only to state law when expulsion of a student is being considered.

A weapon, for purposes of this policy, will include, but not be limited to: a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. The term firearm includes: 1) any weapon which will or is designed to or may readily be converted to expel a projectile by the

action of the device, 2) the frame or receiver of any such weapon, 3) any firearm muffler or silencer, or 4) any destructive device, including bombs, rockets, or any other explosive type devices.

A parent of a minor who commits a weapon's violation is guilty of a misdemeanor if the parent knows of the intended violation and acts to further the violation or fails to report it. The misdemeanor is punishable by a fine of not more than \$2,000 and/or community service for not more than 100 hours.

ZERO TOLERANCE PHILOSOPHY

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

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

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

CO-CURRICULAR ACTIVITIES

CO-CURRICULAR ACTIVITIES

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

CO-CURRICULAR ACTIVITIES SUBSTANCE ABUSE POLICY

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

The use, abuse or possession of tobacco, narcotics, alcohol, inhalants, over-the-counter drugs, look-a-likes, performance enhancing substances, or other dangerous substances is prohibited at all times, year-round, in-season or out. The administration may deny the right to participate for conduct deemed unbecoming a student-athlete. The student, or athlete, who violates this rule, will be penalized by being suspended immediately from participation in all extra-curricular activities in which he/she is involved. Students who are suspended will still be able to practice with their team/group, but **MAY NOT DRESS, SIT, TRAVEL or PARTICIPATE** with the team/group at a school event. Bedford High School reserves the right to uphold or observe sanctions of transfer students from other schools.

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

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

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

First Offense

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

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

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

Second Offense

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

Third Offense

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

CO-CURRICULAR ATTENDANCE POLICY

Students must be in attendance four (4) consecutive periods of the school day in order to participate in any school-related activity that same day, which includes the Peer Tutoring Center or practice for any activity or event. The exception to this is when a student is absent because of a school-related activity or a previously scheduled medical appointment. The student must present a note from the doctor for this exemption to be allowed.

CO-CURRICULAR ELIGIBILITY REQUIREMENTS

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

PREVIOUS ACADEMIC CREDIT RECORD (STATE CHECK # 1)

All athletes and Marching Band members will follow the rules of MHSSA, Regulation 1, Section 7 for "Previous Academic Credit Record." All students must have earned four (4) out of five (5) credits on their last grade card. This is waived for freshmen for the FIRST TERM ONLY, because they will not have officially received any high school grades until the end of the first term. Sport season and credits earned will be as follows:

Fall sports.....3rd term credits from the previous school year.

Winter sports.....1st term credits.

Spring sports.....2nd term credits.

(For Winter and Spring sports there may be a period of several weeks between conditioning/tryouts time and the end of the current Trimester. In that case the last credits earned will be as follows; Winter Sports/3rd term, and Spring Sports/1st term. If during these checks the student(s) has not earned four credits, they may still condition and tryout, but cannot participate in any scrimmages or games/performances until the appropriate term credits are established.)

All athletes and marching band members will have their grades **REVIEWED** at the beginning of the 4th week of each trimester. Students who are failing a core class or a class required for graduation or whose overall grade average is below a 70%, will be required to attend the Tutoring Center 3 days a week for 3 weeks. These students will have full playing privileges as long as they successfully attend tutoring (See Tutoring Center requirements below).

CURRENT ACADEMIC CREDIT RECORD (grades) Regulation 1, Section 8 (STATE CHECK # 2)

The State grade check will be made at the beginning of the 7th week of each trimester. If, during this check, a student is not passing four (4) out of five (5) classes, he/she will be ineligible for one (1) week (Monday through Sunday) following Regulation 1, Section 8 of the MHSAA handbook (page 33). After one week, another grade check will be made for that student. The student will remain ineligible until the weekly check(s) show that he/she meets the MHSAA requirement of passing four (4) out of five (5) classes. Ineligible students **MUST** attend the Tutoring Center three (3) times a week and meet all their requirements (see below). Ineligible students may practice, providing they have fulfilled the Tutoring Center requirements, but are not permitted to compete.

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

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

These students will be required to attend tutoring three (3) times a week until they can maintain the 70% average or maintain a passing grade in the failing class (or a class needed for graduation) for two (2) consecutive weeks.

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

1. Students must attend tutoring three (3) times a week.

2. Students must bring and do their school work when in the Tutoring Center or they will not receive credit for that day.

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

CO-CURRICULAR SUSPENSIONS (NON ACADEMIC)

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

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

Disciplinary action will be based on the severity of the infraction as determined by the administrator responsible.

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

Two Sport Participation

Students are encouraged to participate on only one interscholastic sports team per season. If a student desires to play on two teams in the same season, his or her participation is subject to the following guidelines:

- The coach in each sport must give his or her written permission.
- The student will designate a primary and secondary sport to avoid, as much as possible, time conflicts between the two sports.
- The student will attend practices for the secondary sport only when they do not conflict with the primary sport practices.
- A primary sport competition takes precedence over a secondary sport competition.
- A secondary sport competition takes precedence over a primary sport practice.

The athletic director must give permission for a student to be placed on more than one team per season if the two teams have size limits or cuts. The student's parents must indicate their approval of the playing of two sports in the same season and the acceptance of the pertinent policies. Parents must complete the two-sport participation form. The above language describes a student who participates in two BHS athletic programs during the same season. BHS athletic program activities will always be considered the priority when in conflict with a private athletic program activity.

GENERAL INFORMATION

BELL SCHEDULES

Normal Bell Schedule

7:20 Warning Bell

Hour 1	7:25	8:36
Hour 2	8:42	9:53
Hour 3	9:59	11:51
Lunch 3A	9:59	10:23
Lunch 3B	10:29	10:53
Lunch 3C	10:57	11:21
Lunch 3D	11:27	11:51
Hour 4	11:57	1:08
Hour 5	1:14	2:25

2 Hour Delay Bell Schedule

9:20 Warning Bell

Hour 1	9:25	10:06
Hour 2	10:12	10:53
Hour 3	10:59	12:51
Lunch 3A	10:59	11:23
Lunch 3B	11:29	11:53
Lunch 3C	11:57	12:21
Lunch 3D	12:27	12:51
Hour 4	12:57	1:38
Hour 5	1:44	2:25

BREAKFAST

Breakfast is available to all students before school for a nominal charge, consisting of cold cereal, milk, juice, and a muffin or bagel. Students may purchase single components of the breakfast menu on an ala carte basis prior to 7:20 a.m.

CHAPERONES

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

DANCES

Students from other high schools and guests aged 14 through 19 for all dances except Prom (14-21) are welcome to attend Bedford dances after a signed form from the student's school is returned to the main office. These forms are available in the main office. There is no re-entry to the dance. All students/guests must present a picture ID for admittance upon request. All students must be high school or older; no junior high students are allowed to attend a high school dance.

DELAYS AND CLOSINGS

Parents are encouraged to sign up with the Honeywell Alert system to receive instant messages regarding delays, closings, or other important school-related information. In the event of inclement weather, students should listen to local radio stations for school cancellation or delay information. If school is delayed, the starting time will be 9:25 a.m. with the warning bell ringing at 9:20 a.m.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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.

Generally, no personally identifiable information from the education records of a student shall be released to third parties without the prior written consent of the parents, legal guardian or student over eighteen (18) years of age. Because it is unrealistic to require a release for routine information that may be used for such purposes as press articles, athletic rosters or other "directory" information, the Family Rights and Privacy Act allows the release of certain student information without prior consent. Information such as a student's name, address and telephone number will be disclosed without the 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 or last attended. Date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards achieved, the most recent previous educational agency or institution attended by the student, date of graduation and last grade completed will be released at the discretion of the administration.

Similarly, from time to time, photographs of students in an educational or extra-curricular setting may be taken as part of school district's newsletter, newspaper, and/or website(s). The purpose of the photograph is to recognize student achievement and activities. Consistent with the Family Educational Rights Privacy Act, which permits the disclosure of certain identifying information for purposes of media releases, such photographs and any information as to a student's name, address, awards achieved, and recognized activities and sports, will be disclosed without the prior written consent of the parent, legal guardian or student over eighteen (18) years of age unless and until written objection to the release of this information by the parent, legal guardian or student over eighteen (18) years of age is received by the principal of the school which the student attends or last attended. Photographs disclosed on the District's website will not include the child's address, telephone number or location other than attendance at a particular school or participation in a particular event.

FEES AND FINES

Students who have outstanding fees and fines at the school will not be able to participate in extra-curricular activities and will have their locker assignment withheld.

HEALTH

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

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

Medications and procedures will be administered at school when requested by parents and it isn't possible for these things to be done outside of school hours. Before any medication (either prescription or over-the-counter) or treatment may be administered to any student, it is required to have written authorization from the child's physician accompanied by the written authorization of the parent. Parents are responsible for bringing the medication to school. Medication should never be sent with the child. Only medication in its original container, labeled with the student's name and exact dosage will be administered. Unless other arrangements are made, it is the responsibility of the students to report to the health room at the time a medication or treatment is to be administered. With building administrator approval, students may possess and self administer their asthma inhalers if there is a medication authorization form completed by the child's physician and parents on file in the school office.

Medication and treatment authorization forms signed by the child's physician and parents must be renewed annually.

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

The high school Health Room is located in "E" Hall across from the attendance office.

INFORMATION TECHNOLOGY POLICY

Bedford Public Schools offers students access to Information Technologies including networks for educational purposes. Access to technology services is provided to students with the understanding and expectation that it will be used in a considerate, appropriate, and responsible manner which complies with District standards.

Student use of Information Technologies shall be restricted to activities related to educational objectives. The District does not take responsibility for users who take action or locate resources that do not support the mission of the District nor for users who attempt to disseminate values or materials that would otherwise be impermissible or disallowed on school grounds or would violate any policy of Bedford Public Schools.

The District will provide an Internet filtering system with the understanding that filtering is not infallible. Bedford Public Schools does not have control over the information on remote networks nor can the District provide foolproof barriers to users accessing the full range of information available. Teachers will guide students toward educationally sound materials and will be monitored by the teacher/staff member responsible for the class where computers are being used. No user of the District's computers, computer equipment, network or Internet access shall have any expectation of privacy with respect to the District's Information Technology resources. Bedford Public Schools makes no warranties of any kind, whether expressed or implied, for the use of District technology including, but 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 and is subject to the District's policy, "Student Expressive Activities." Monitoring and enforcement may occur at any time, with or without notice. Violation of this policy may result in disciplinary action. For student misuse of Information Technologies, the administrator of the school will determine appropriate disciplinary consequences including legal proceedings. Specific information regarding District and student user responsibilities can be found in the Technology Handbook at http://www.bedford.k12.mi.us/technology_plan.html.

MESSAGES AND PERSONAL DELIVERIES

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

NONDISCRIMINATION AND EDUCATIONAL OPPORTUNITY POLICY

Bedford Public Schools prohibits discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, or disability as defined in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.

All students, including vocational education students, shall have an equal opportunity to participate in, and benefit from, all academic and co-curricular activities and services. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

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

If any person believes that any part of the school organization has inadequately applied the principles or regulations of Titles II, VI, or IX or Section 504 or is in some way discriminatory, he or she may bring forward a complaint with a building Principal / Supervisor or a grievance with the local Civil rights Coordinator:

Assistant Superintendent of Human Resources or
Assistant Superintendent of Instruction and Student Services
Bedford Public Schools — (734) 850-6000
Temperance, MI 48182

Section Two (II)

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

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

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

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

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

Inquiries concerning nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

SECURITY CAMERA USAGE NOTICE

The Board of Education recognizes the school district's continuing responsibility to ensure the safety of staff and students and to maintain order in and around school. In an effort to maintain the safety and security of Bedford Senior High School, a security camera system is in place. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. Specifically, all restrooms and locker rooms are excluded from camera usage. Please be on notice that all activities may be monitored by video security cameras in those areas of the building that are monitored. This includes building entrances, hallways, gymnasiums, parking lots and common areas of Bedford High School.

SERIOUS COMMUNICABLE DISEASE AND HUMAN SEXUALITY CURRICULA

The study of serious communicable diseases (including HIV/AIDS and Hepatitis) and human sexuality are included in the Michigan Department of Education and Bedford Schools' curriculum. Parents may review this curriculum, observe its instruction in your child's classroom, and, if desired, request in writing to the Principal, that your child be excused from these instructional units. Forms to excuse a student have been mailed home and are available in the main office.

VISITOR PASSES

Only persons currently enrolled at Bedford High School are allowed on the grounds or in the buildings. Students may not bring friends or relatives to school. Parents, however, are always welcome. Please contact the High School administration if you wish to schedule a visit to your child's classroom, or if you have special needs or interests you wish to address.

- Upon arrival in the building, all visitors should proceed immediately to the main office.
- After presenting a picture ID, visitors will be issued a VIP pass.
- Visitors in the building who do not have a VIP pass will be escorted to the main office.

PARENT VISITORS (9410)

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

RELIGION IN THE CURRICULUM

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

Federally Required Guidelines

Students have the following rights pursuant to federal law:

- To engage in private, non-disruptive activity such as prayer or bible reading while at school,
- To participate in before or after school events that have a religious content,
- To study about religion when appropriate to the curriculum,
- To produce written expressions of religious beliefs in home work, 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,

School Ceremonies and Observances

- To be given access to school media to announce religious events in the same manner as other organizations, and/or
- To be granted access to school facilities for religious activities in the same manner as other organizations.

SCHOOL CEREMONIES AND OBSERVANCES

Through special ceremonies or through the instructional program, building administrators may arrange for proper commemoration of the following special days in the schools: Constitution Day (September 17); Columbus Day (Second Monday in October); Veteran's Day (November 11); Martin Luther King's Birthday (3rd Monday in January); Lincoln's Birthday (February 12); and Washington's Birthday (3rd Monday in February).